

Dear Housing Residents!

Soon you will leave our house. Thank you for the time you spent with us. We wish you all the best for your future. To enable a pleasant and properly moving out, please pay attention to the following information: **Moving out must be completed by 10:00 a.m. at the latest on the last day of the month. If the last of the month falls on a weekend or an Austrian holiday, delivery latest at the last working day before (working day = Monday to Friday)!**

50,00 € Delay Charge in case of moving out too late! Earlier departure is possible at any time, but doesn't exempt you from your obligation to pay according to the period of notice. **Keep in mind the period of notice! Reservations made via OeAD Agency may have special termination conditions, please inform at your Agency OeAD; www.housing.oead.at**. If you are not sure how long your reservation lasts, please inquire at to your Agency OeAD.

Please vacate your mailbox and let your contacts know your new address. **Make the cancellation of your residence at the registration office.** Therefore, you don't need our confirmation. The transmission of the registration form, together with a copy of your ID card or passport, to the district office should be sufficient. Please inform at www.wien.gv.at/verwaltung/meldeservice

We will charge a one off cleaning fee of €25,-/€50,- per Person. Don't forget to clean: dispose of garbage, vacuum the mattresses, under and behind the bed, mirrors, cupboards and drawers, floor wet wipe, toilet and bathroom, refrigerator inside, kitchen boxes at community kitchens etc. Especially WC/ bathroom and kitchenette need a rigorous cleaning and disinfection.

In case of heavy dirt, a higher amount can be charged (as expenses). In case of double room sharing, both are responsible for cleaning and your roommate should be present at the delivery. Please agree with your roommate.

Don't forget to return the keys for post and bicycle garage etc., key replacement costs 50.00 € / key. Deposit refund is possible only after returning keys and after the record of room delivery by our student's administration, never before.

Our reception staff can't give record of room delivery! We cannot admit your subsequent complaints about the room delivery later. If you leave outside our office hours, please hand in the keys at our reception desk. Room inspection is then made by our student's office staff at the very next office day without you.

Regulations based on COVID-19 preventative measures for moving out as of 01.10.2020

- For reasons of hygiene, all the rooms must be cleaned by our cleaning staff after your departure.
- The room checks will be done by the students administration alone after your departure, so the cleaning fee must be paid in any case. You can hand over the keys at the reception or in the office during office hours (latest last working day until 11am. You will receive the invoice by email on the next office day. The reception cannot confirm the handover.
- In case of heavy dirt, damaged inventory or left behind rubbish, we can charge a higher cleaning fee.
- The cleaning fee will be taken from your deposit

We will refund your deposit to your bank account. To enable a quick deposit refund, please let us know before you move out, the name of your bank institute, account holders name; IBAN and BIC. **OeAD guests please contact OeAD for deposit refund, deposit refund for OeAD guest only at OeAD!**

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www.kolping-wien-zentral.at

Monday, Tuesday, Friday 09:00 h - 11:00 h
Monday, Wednesday: 15:00 h-17:00 h
Thursday: closed

Except Austrian holidays and Christmas holidays 24.12.-06.01.
In July and August: Monday afternoon closed

