

When delivering Verk Vest apartments - rules of conduct!

Check list before you leave the Reykjavik apartment:

1. When leaving the apartment all furniture and appliance must be tidy and in place. Room area, kitchen and WC/toilet must be in order and tidy.
2. All home appliances that have been used during the stay must be Clean when leaving the apartment.
3. **Remember to** sort out the garbage to the garbage room or where appropriate.
4. Unpack the linen, and put all laundry into the bathroom. **DO NOT** turn off the fan in the bathroom.
5. Make sure that windows and doors are closed and locked when the last person leaves the apartment but **DO NOT** close the windowcurtain.
6. The use of disposable barbecue grills on balconies or other open flames is **strictly forbidden**.
7. Keeping Pets and smoking in the apartments is **strictly forbidden** and is subject to deportation.
8. **Remember to** return all keys to Verk Vest after your stay **except the spare key** which you will leave the apartment.

Please keep in mind !

Unnecessary noise and disturbance in the apartment is **forbidden** at all time.

Please treat your accommodation as your own and respect the privacy of others. The member/renter **is responsible** for the apartment and all interior objects per stay. If damage has been done, failure of leaving the apartment, or code of conduct are not respected, Verk Vest will get an outside contractor to perform the cleaning and **present the bill to the member non-complying**.

The use of the apartment/cottage is **only** for use of the member/renter and assignment of the lease **is strictly forbidden**. A member who is found guilty by the transfer of the lease will be denied access to Verk Vest's apartments and **fines will be applied**.

Let's make the stay in Verk Vest vacation apartments enjoyable and when leaving the apartment make it clean, fresh and homey, just the way as we want it to be when we arrive.

The phone at Verk Vest is 456 5190. Opening hours are all work days 08:00 - 16:00.

Supervisor's emergency phone 7764067

