RENTING AN APARTMENT



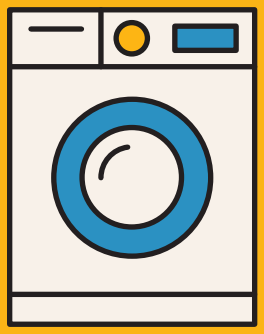






Information and tips for you who live in accommodation with right of tenancy





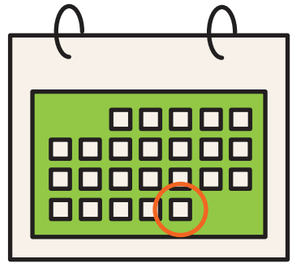


In this brochure, we present important information and tips for you who live in accommodation with right of tenancy. It describes your responsibilities and those of the landlord, how you can take care of your flat in the best way, and other matters that are good to keep in mind when many people are living together.

Important to keep in mind

- **It is the responsibility of the landlord to ensure that the apartment is in good condition and in working order.**
- **It is your responsibility to take care of your flat and to pay your rent on time every month.**

PAY YOUR RENT ON TIME



It is important to pay your rent on time. You pay for the coming month **at the latest on the last weekday of every month.**

If you do not pay your rent on time, you can lose your lease. You should therefore contact your landlord as soon as possible if, for any reason, there is a problem with the payment.

TIPS! Many people find that it is convenient to pay by autogiro or by e-invoice. Please contact your landlord if you need more information about this.

CHECK YOUR KEYS



When you move in to your accommodation, you will receive a number of keys. In addition to the keys to the flat, you will often receive separate keys for the main door to the building, the laundry-room and the storage room.

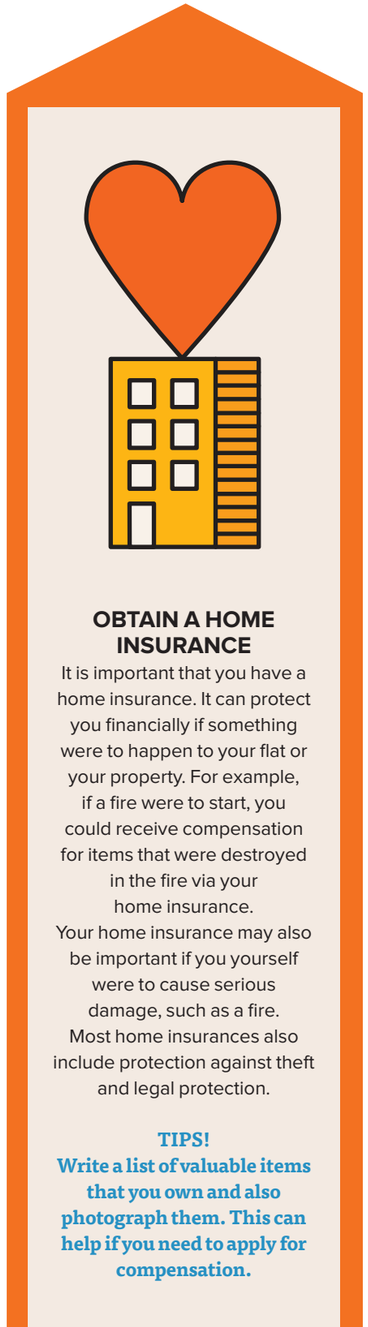
Check that you have the right keys and that the number is correct. You are responsible for keeping track of your keys. Remember that your keys are items of value.



TEST YOUR FIRE DETECTOR

A fire detector can save your life and the lives of others in the event of a fire. The landlord must ensure that there is a fire detector in your flat, but you must yourself test that it is working. Test it regularly by pressing the test button. This is especially important if you have been away for some time, because the battery may have run out.

Contact your landlord if the fire alarm does not work.



OBTAIN A HOME INSURANCE

It is important that you have a home insurance. It can protect you financially if something were to happen to your flat or your property. For example, if a fire were to start, you could receive compensation for items that were destroyed in the fire via your home insurance.

Your home insurance may also be important if you yourself were to cause serious damage, such as a fire.

Most home insurances also include protection against theft and legal protection.

TIPS!
Write a list of valuable items that you own and also photograph them. This can help if you need to apply for compensation.

Take care of your flat

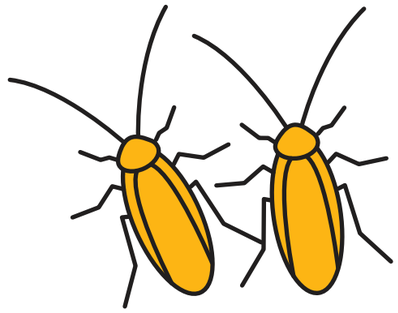
You are responsible for taking care of your flat. You must thus regularly:

- ✓ **Clean the filter in the kitchen ventilation hood.**
- ✓ **Remove hair and rubbish from the floor drain in the shower.**
- ✓ **Defrost the fridge and the freezer.**
- ✓ **Clean behind the cooker and the fridge.**
- ✓ **Check and clean the ventilators in the flat.**

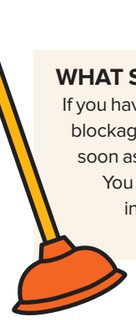
IT IS IMPORTANT TO REPORT FAULTS IMMEDIATELY

Contact your landlord as soon as possible if, for example, you discover a water leak, or if you have pests. For certain damages, you can be liable to pay compensation if you do not report the damage immediately.

There is usually a special hotline number which you can call in the evening or on the weekend if you discover a fault that is creating urgent problems. Find out what the procedure is for your flat.



TIPS! Save important telephone numbers in your mobile phone, or put a list up in a good place in your flat, so that you have them close to hand when they are needed.



WHAT SHOULD I DO IF I HAVE A BLOCKED DRAIN?

If you have a blocked drain, you can first try to remove the item that is causing the blockage. If this is not possible, you must contact your landlord and report the fault as soon as possible. Never use chemical products, such as lye, to clean the drains.

You are responsible for removing hair and other waste from the drain filter in the bath tub and in the sink at regular intervals.



CLEANING TIPS

Buildings in Sweden are built to be warm in the winter, and consequently, they are sensitive to moisture. When cleaning your flat, you must not use too much water.

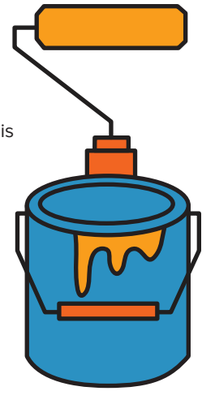
Never pour water on the floor!

Make sure that all floors and other surfaces become dry.

The flat has ventilators for removing moist air.

It is therefore important that these ventilators are open throughout the year.

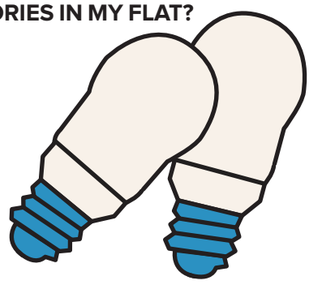
MAY I MAKE CHANGES TO THE FLAT?



If you want to renovate the flat yourself, you must first have the approval of the landlord. If you want to paint or wallpaper the flat, this must be done to a professional standard and the change must not be too extreme. Speak with your landlord if you are unsure. If your landlord gives permission for you to renovate the flat yourself, you must still cover the cost of materials yourself.

You are allowed, to some extent, to drill holes in the walls and ceiling in order to hang things up. However, please check with the landlord in advance, because you can be liable for damages if this is done improperly, or if there are too many holes. You may not drill holes in the bathroom without the approval of the landlord.

MAY I CHANGE LIGHT BULBS AND OTHER ELECTRICAL ACCESSORIES IN MY FLAT?



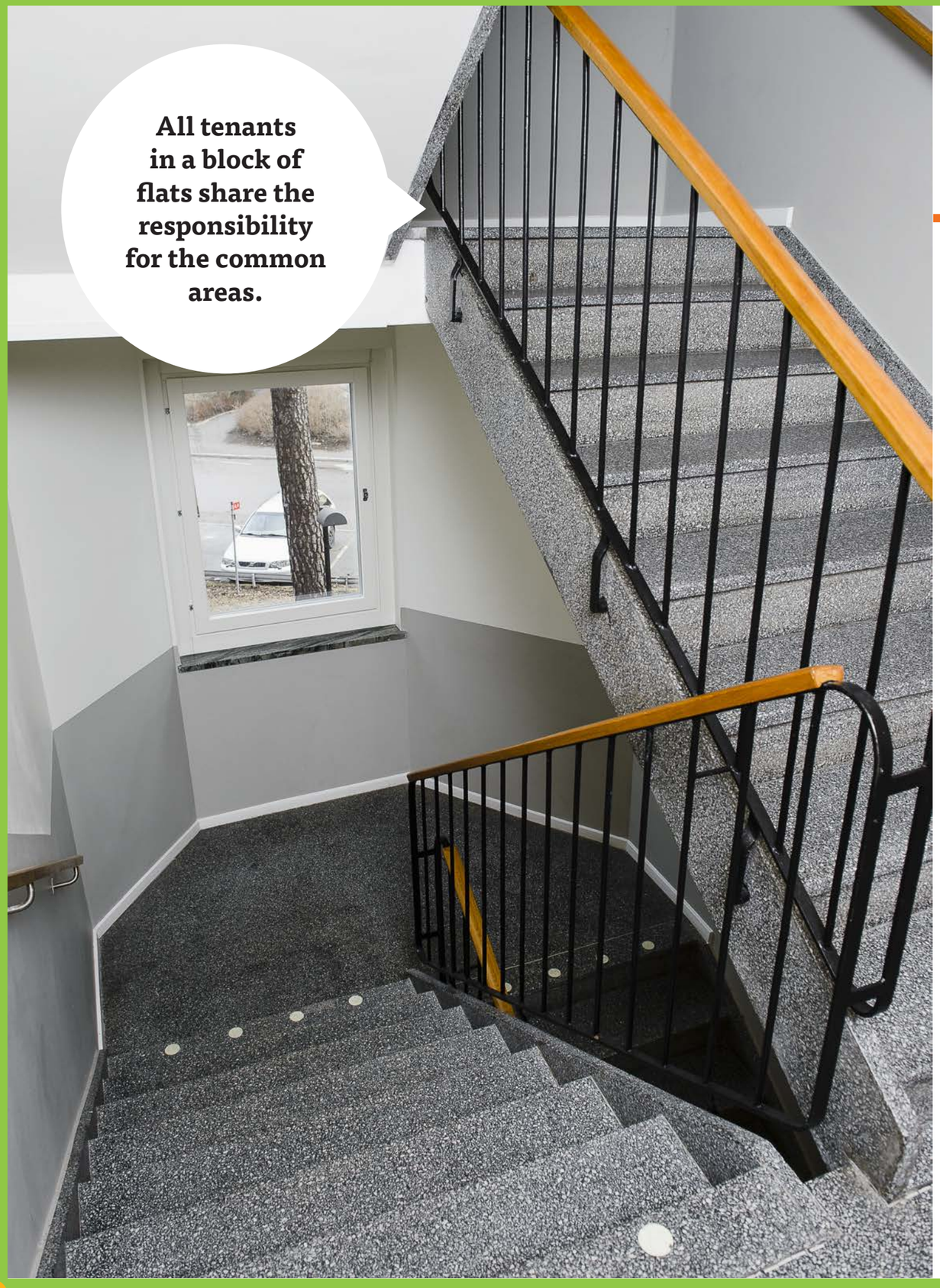
Some things you can do yourself, but only if you have the necessary expertise. You may:

- Change light bulbs and fluorescent tubes
- Change plugs and fuses
- Connect and replace lamps in dry areas

If switches, sockets or fixed installations need to be replaced or repaired, you must contact your landlord.

Always use a qualified electrician for electrical installations.





All tenants in a block of flats share the responsibility for the common areas.

Show consideration

Showing consideration is particularly important between 10.00 pm and 7.00 am. In order not to disturb your neighbours, please keep the following in mind:

- **Sounds made in the stairwell can be heard. Running, playing and slamming doors can easily disturb other people. As a tenant, you are also responsible for your guests not disturbing your neighbours.**
- **Adjust the volume of your television, computer or stereo so that this is appropriate.**
- **Avoid drilling or hammering nails into the walls late in the evening.**
- **Holding a party can be pleasant, but please let your neighbours know well in advance.**



1. You have the right to peace and quiet in your home. If you are disturbed, you should first contact the neighbour who is making the disturbance directly.

2. If the neighbour still continues to disturb you – contact the landlord.

3. If the disturbance is considerable, and takes place during an evening or a weekend – call the landlord's disturbance hotline, if the landlord has one, or in serious cases contact the police. Provide your name, address and telephone number, and give information about what is happening and who it is that is disturbing you.

A tenant who repeatedly disturbs his or her neighbours risks being evicted.

MAY I KEEP PETS IN MY FLAT?



Yes, this is permitted, unless otherwise stated in your lease. However, be sure to consider the following:

- Do not let your pet out without supervision.
- Always keep dogs on a lead in the housing area.
- Make sure that dogs and cats do not make a mess in the area, especially close to children's playgrounds.

THANK YOU FOR NOT LEAVING YOUR PRAM IN THE STAIRWELL!

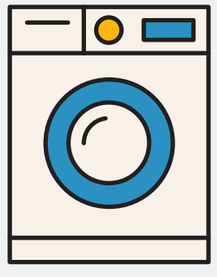
A stairwell is an escape route and must be kept clear so that the emergency services can gain access, if this is needed.

Prams, shoes and bicycles must thus never be kept in the stairwell or in the entrance area. Nor can garbage bags, furniture and other items be kept there. This restriction also applies to passageways in the basement and outside the storage room.

Apart from looking untidy and making access difficult, these items also increase the risk of fire.



TIPS! Maybe there is a storage room for prams in your building? Ask your landlord.



RULES IN THE LAUNDRY-ROOM

You share the laundry-room with your neighbours. If you wish to use the laundry-room, you must book a time in advance. Please respect the booked times.

Clean carefully after you have finished washing your clothes.



SORT YOUR GARBAGE CORRECTLY

Find out where to dispose of your garbage. Newspapers and packaging must be disposed of separately. Glass, metal, plastic and paper containers are deposited in separate bins. Sometimes, food waste must also be disposed of separately. It is particularly important that items of hazardous waste, such as batteries, chemicals and electrical devices, are not disposed of together with other forms of waste, but instead are deposited in a bin that is specifically designated for this. Bulky refuse, such as broken furniture, can sometimes be left in special areas that have been marked as being for this purpose.

Ask your landlord about the rules for your building.

Questions & answers

What is included in the rent?
The rent usually includes everything except the electricity consumed by the household. Unless otherwise stated in the lease, when you pay your rent you are paying for heating, water, garbage collection and the cleaning of the stairwell.

How long can I live in the flat?
A lease can be for a limited period, or it may be for an indefinite term. As a general rule, you who have a lease as a primary tenant have so-called security of tenancy. In principle, this means that you have the right to remain in the flat for as long as you wish to, unless the landlord has very strong reasons for ending the lease.

What can be grounds for being evicted?
Grounds for being evicted can be that you, as a tenant, do not meet your obligations, by disturbing others, by not looking after your flat, by not paying your rent on time, or by subletting your flat without having obtained approval. There can also be other reasons for being evicted, for example, that the building is to be demolished, or that it is to be substantially renovated.

Can I exchange my flat for another?
Yes, if you have a lease as a primary tenant (that is, you are not sub-renting) and your landlord approves the exchange. In certain cases, a rent tribunal can approve an exchange, even if your landlord says no.

Can I rent out my flat to someone else?
Yes, if the landlord approves this. Reasons for subletting can be, for example, that you are going to study or work in another town, or that you would like to try living together with someone. If you sublet your flat without having obtained the approval of your landlord, you can be evicted. Keep in mind that, as the primary tenant, you are responsible for the rent being paid and for the neighbours not being disturbed, even if someone else is living in your flat.

How do I terminate my tenancy if I would like to move out?
You should always terminate your lease in writing. After you have given notice to terminate your lease, you must continue paying for the flat for a set period of time. This is called a period of notice. Your period of notice is specified in the lease. If, for example, you give notice to terminate your tenancy on 24 April, the lease usually ends on 31 July, and you must pay rent until this date.

What should I think about when I vacate my flat?
The flat must be cleaned very thoroughly before you return your keys. The landlord usually has a special cleaning checklist for persons who are vacating their flat which you can follow. If the flat is not sufficiently well cleaned, you can afterwards be held responsible for the cost of cleaning. Before you move out, the landlord carries out an inspection of the flat. In the event of damage, or an unusual level of wear-and-tear in the flat, you can be held liable for damages.

How do I register a change of address when moving?
When you move, you must register your new address with the Swedish Tax Agency – this is free of cost. If you would like the postal service, during a limited period of time, to automatically forward your mail to your new address (forwarding), a charge is made. You can register a change-of-address and forwarding of your mail on the website of Svensk Adressändring; www.adressandring.se.

Please contact your landlord if there is anything else that you would like to know.

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