



## Welcome to SSE Housing Högbergsgatan 64

The housing premises are situated in the middle of a residential area.

The nearest subway station is Mariatorget (red line). For more info such as timetables and fares please visit [www.sl.se](http://www.sl.se)

Living at Högbergsgatan 64, such a central location in Stockholm, has its advantages. In the neighborhood you will find restaurants, nightlife, shopping, supermarkets etc.

**Thank you for your cooperation and for being a good representative of the Stockholm School of**

**Economics in the neighborhood.**

### **Arrival**

Use door code or your household key to access the main entrance.

### **Address**

The correct address for receiving mail is;

Your name

c/o SSE apartment 1402 or 1503

Högbergsgatan 64

118 54 Stockholm

Sweden.

Note that **you are not allowed to put your name on the apartment front door.**

### **Bathroom**

All apartments have a private bathroom with shower, basin and toilet. You are solely responsible for drain cleaning. The drains are water sealed and bad smell can occur when there is no water locking. Flush with water to stop the bad smell.

### **Bicycles**

There is a bicycle parking space in the court yard. Do not park your bike at the front of the building.

### **Cleaning**

You are responsible for keeping your own apartment clean during your stay and you will have to leave it clean when you move out.

### **Disturbances**

Disturbing your neighbors is of course not allowed. Please keep the noise level down especially between 10 pm and 7 am on weekdays. Avoid making loud noises before 9 am on weekends. If you plan to bring over a group of friends, please inform your neighbors of this by posting a note on the notice board by the entrance.

## **Electricity**

SSE Housing uses only electricity from renewable sources, hydro, wind and biomass power. There is a fuse box with on/off switches located in each apartment.

## **Emergency exit**

It is very important that you upon arrival locate the emergency exits in the building in case of an emergency situation.

## **Fault report**

If you have faults in your apartment or room concerning heating, electricity, water etc, please contact the local caretaker, contact information are posted on the notice board by the entrance. If your inquiry concerns the rent, missing or damaged furniture etc, please send your report to [SSEFaultreport@hhs.se](mailto:SSEFaultreport@hhs.se). Caretaker services for non-urgent matters is normally performed once a week. **Note that drain cleaning and changing of light bulbs is your responsibility.**

## **Fire alarm**

Each apartment has a smoke detector alarm. Do NOT cover or remove. Please press the test button at your arrival to make sure the smoke detector is working. The detectors are in place for your safety!

## **Furniture**

The accommodation is equipped with basic furniture such as bed, bedside table, desk, desk chair, bookshelf and wardrobe. In the kitchen you will find all necessary plates, glasses, cutlery, pots and pans. There might also be some kitchen equipment left by previous tenant. Bed linen such as sheets, pillowcases and towels are not included. SSE will provide a vacuum cleaner, duvet, a pillow, a shower curtain and a toilet brush. Light bulbs are changed by the tenant. If you are missing any furniture or textile, please contact the SSE Housing Office, [SSEHousing@hhs.se](mailto:SSEHousing@hhs.se)

## **Garbage**

There are garbage bins for household waste in the court yard. For all other type of garbage, please refer to the "Recycling" section.

## **Gas**

The kitchen is equipped with a gas stove. The main power switch for the gas is located under the kitchen sink, a yellow handle for switching the gas on and off.

## **Heating**

The radiator can be adjusted by turning the knob. Blocking the radiator with furniture or textiles/curtains stops the heat from spreading in the apartment. The radiators in the central heating system are turned off in the summer to be switched on again in September / October. This is common in all of Sweden. The heating is not immediate, it slowly increases.

## **Housing Office**

For matters concerning your lease agreement, please send your inquiry to [SSEHousing@hhs.se](mailto:SSEHousing@hhs.se). For urgent matters outside normal office hours, please find more information at your housing facility notice board.

## **Internet**

Internet is not included in the rent and each tenant must make his/her own arrangements with ComHem ([www.comhem.se](http://www.comhem.se)). An option for internet access is to use a mobile internet from a mobile operator (Tele2, Telia, 3, Telenor). A mobile internet can be purchased through a mobile operator or at a consumer electronics retailer/warehouse.

### Keys

The keys you receive for your apartment consist of: **1 regular door lock key, 1 seven-lever tumbler lock key** (key to be used on the security lock on your apartment door), **1 household key** (key to be used at the main entrance and common areas such as the laundry room). The safe keeping of all keys during your stay is your responsibility. If you lose any key during your stay you must pay for a lock change. Make sure all your keys are returned to the Housing Office upon departure.

### Laundry

The laundry room is located in the basement. Bookings through your key tag. Only tenants of the building are allowed to use the laundry room. Dyeing of cloths/textiles as well as washing carpets in the washing machine is not allowed. The key tag that you used to book the laundry slot with, is also the tag that you will hold to the panel at your booked time, and the laundry door will automatically open. **Be aware of the time, because you cannot enter the laundry room after your booked time.** You can use the laundry, for the duration of 3 hours, 4 times a month. When finished make sure the floor is clean, remove dust from the tumble dryer filter and dry off any washing powder from the machines.

### Lease agreement

As a tenant you are responsible for the apartment for your entire lease period. You are also responsible for any guests you bring into the building. **Be sure to always lock the apartment door, otherwise you will not be covered by the home insurance.**

### Recycling

Sorting at source is compulsory in Sweden. You can recycle almost everything from the household. **Household waste** is left in the garbage cans in the yard. **Glass , cardboard , metal, plastic and newspapers** are placed in the containers at the recycling station at Högbergsgatan 41-47. **Bulky waste** is household waste that is heavy, bulky, or have other characteristics that make it inappropriate to collect in ordinary containers and bags. **It is not allowed to leave bulky waste in the basement** due to fire safety reasons. Bulky waste is left at any of the city's recycling centers. The closest is Recycling Östberga in Enskede. **Hazardous waste**, such as sprays, paints and chemicals are also passed on recycling center or to the mobile environment station. **Electronic waste** is everything operated with cord or battery. This includes light bulbs, fluorescent tubes and CFLs. You can also submit electronic waste free of charge at the city's recycling centers or to the mobile environment station taking electronics up to the size of a microwave oven.

### Renovations

As a tenant in an SSE apartment you are not allowed to perform any renovations or redecorations in the apartment without permission from your SSE representative.

### Rent

Rent is always paid in advance. You will be issued with one Rent Invoice per rental month. Electricity, heating and water are included in the rent. When you make a payment you must provide the Invoice OCR-reference number and your name. The Invoice reference number is different on each invoice. Without these details SSE won't be able to track your payment. Due date is stated on each invoice. Failure to make the payment on time will lead to extra charges.

### **Smoking**

Smoking is not allowed in the building or in your apartment. You are NOT allowed to smoke through an open window. If you want to smoke, you must do so outside the building and please remove your cigarette butts.

### **Stairwell**

According to fire and safety regulations it is forbidden to store items, even temporary, in the stairwell and no bikes or prams are allowed. The main entrance door and all windows must be kept closed. It is not permitted to have a door mat outside the door in the stairwell due to fire safety reasons.

### **Sublets**

You are not allowed to sublet your apartment.

### **Useful telephone numbers:**

#### **Ambulance – Police – Fire brigade**

For emergencies dial 112 (no dialing code)

#### **Police**

(not in case of emergency): Dial 114 14 (no dialing code)

*Thank you for staying with SSE Housing*

/ SSE Housing Office