



Welcome to SSE Housing, Campus Lappis

Lappis is the largest student housing area in Stockholm and the property owner is SSSB (Stiftelsen Stockholms Studentbostäder).

The area is located north of the city centre near Stockholm University. The nearest

subway station is Universitetet (red line) and bus route 5

0 goes straight from Odenplan (close to SSE, green line) to Lappis. For information on the public transport system (timetables and fares) please see <http://sl.se/en/Visitor/Plan-your-journey/>

You sign your contract at the Housing Office, Sveavägen 65, and collect the keys at SSSB:s Office at the Campus when living in our Lappis accommodations. The address to the office is Professorsslingan 13. You can either take a cab directly to the office, or take the metro from T-Centralen to Odenplan (green line). And then take bus number 50 and jump off at the stop named Professorsslingan.

Opening hours at SSSB Housekeeper office, Professorsslingan 13, 114 17 Stockholm:

Monday 08:00 – 12:00, 14:00 – 18:30

Tuesday – Thursday 08:00 – 12:00, 14:00 – 16:30

Friday: 08:00 – 12:00

SSSB Housekeeper Office: phone; +46 8 458 1012 or email; lappis@sssb.se

Please note that you need to show your ID or passport when collecting the keys. If you cannot collect the keys yourself and you want to send a friend to pick them up for you, please send an email to bo.lundqvist@sssb.se or elisa.ahlholm@sssb.se with this information and your friend's name.

Use the link below for the exact location:

<http://www.hitta.se/karta?ref=start#var=professorsslingan%2013&from=1&pageCount=20&level=1&sm=6&rlm=1¢er=6585424:1628366&type=map&zl=9&bounds=6584756:1627292,6586110:1629456>

Bathroom

All rooms have a private (your own) bathroom with shower, basin and toilet. All drains are water sealed and bad smell can occur when there is no water locking out the smell from the drains/pipes. Flush with water to stop the bad smell. You are solely responsible for drain cleaning.

Cleaning

You are responsible for keeping your own room clean during your stay and you will have to leave it well cleaned when you move out. The tenants in the corridor are collectively responsible for keeping the kitchen and corridor clean.

Disturbances

Disturbing your neighbors, especially at night, is not allowed. If a disturbance becomes unbearable you can call the Securitas Disturbance watch on 010-470 55 03. The person who is causing the disturbance will be charged for the call out. Please note that you are responsible for the guests you bring in to the building. Should they cause a disturbance you will be held accountable.

Emergency exit

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

Fire alarm

In your apartment there is a smoke detector in the ceiling, this will alert you if it is exposed to smoke or steam. If the detector makes short beeping sounds it needs to be changed. Please visit the SSSB Office to get a replacement smoke detector. **DO NOT** remove or cover any sensors or smoke detectors. The detectors are in place for your safety!

Furniture

The accommodation is equipped with basic furniture such as bed, desk, desk chair, bookshelf and wardrobe. Bed linen such as sheets, pillowcases and towels are not included. SSE will provide a duvet, a pillow, a shower curtain and a toilet brush. Light bulbs are changed by the tenant.

Home insurance

Home insurance is included in the rent with 100 SEK per calendar month, regardless of days.

SSE Housing Office

Visit us at Room A183, 1st floor, Sveavägen 65. Opening hours: Tuesday 13:45-16:00 and Thursday 09:45-12:00. For matters concerning your accommodation, please send your inquiry to SSEHousing@hhs.se . For urgent matters outside normal office hours, please find more information at your housing facility notice board.

Internet/broadband

Internet is included in the rent. You activate your broadband online once you have moved into your new home. The portal can only be accessed from the broadband socket you wish to activate and appears the first time you open your web-browser after connecting your network cable.

Keys

You will receive the following keys: **1 door lock key** (your room door), **1 key tag** (for the main entrance, laundry rooms and other common areas) **1 code** (to the corridor door). You are responsible for safe keeping of all keys and if you lose any key during your stay you must pay for a lock change. Make sure all keys are returned to the SSSB Office (Note: NOT the SSE Housing Office) upon departure.

Laundry

There are laundry rooms in the Lappis area, see the Lappis map for your nearest one. Clean the tumble dryer filters and sweep the floor after use. Clothes that are left behind will be thrown away.

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.**

Local tenant's association

“LOm” is the local tenant’s association and they represent students’ interest at Lappis. They also manage a variety of facilities in the area such as sauna, pub, gym and photo lab. For more information please visit www.lom.nu and www.lappis.org

Maintenance and repairs

Each building has its own designated caretaker. You will find their name and contact details by the entrance of your building or on the SSSB website (www.sssb.se). Please note that they don’t change light bulbs or replace curtains or other textiles. However they can help you if interior details in your room or in common areas are faulty or broken.

Post

There are postboxes on each level marked with your name. mail is delivered on weekdays by the postal service.

Recycling

Sorting at source is compulsory. Separate paper, paper packaging, metals, colored and clear glass, stiff plastics, batteries, light bulbs, cardboards and minor bulky rubbish from your household waste/rubbish. Recycling stations are located in several locations in the area. Household waste is disposed of in designated places as well as bulky refuse. See the Lappis map (last page).

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.

Shared kitchen

In each corridor there is a shared kitchen that the tenants can use. It has a stove with oven and fridge/s and freezer/s. The tenants in each corridor are jointly responsible for keeping the shared kitchen and corridor clean.

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. Do not forget to pick up your 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)

Medical advice

+46 8 32 01 00 (a message in Swedish will follow, press 3 to continue)

Police

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

Emergency dentist

S:t Eriks hospital (Polhemsgatan 48) +46 8 545 512 20

Crisis information

Dial 113 13 (no dialing code). This number should be used to get or give information on disasters and crises in the society, such as major storms and traffic accidents.

Useful links:

www.studentforsakring.se

www.sl.se

www.stockholm.opennet.se/index.php

www.radiotjanst.se/en

www.tele2.se

www.stockholm.se

www.vardguiden.se/Sa-funkar-det/Halso-och-sjukvard/Hitta-ratt-i-varden/Engelska

www.sweden.se

Thank you for staying with SSE Housing.

/ SSE Housing Office

LAPPKÄRRSBERGET

- På återvinningsstationerna ska du slänga glas, papper, tidningar, pappersförpackningar, metall och plast.
At the recycling station you will deposit glass, paper, newspapers and magazines, paper packaging, metal and plastic.
- I grovsoprummet ska du slänga grovsopor som till exempel möbler, ei, lysrör och batterier.
In the bulky refuse room you will throw all your bulky waste and electronic waste.
- Hushållssopor
Household waste

