



## Welcome to SSE Housing Södermalm

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

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

Living on Södermalm/Medborgarplatsen, such a central location in Stockholm, has its advantages. You have a short walk to restaurants, nightlife, shopping, supermarkets, museums, etc.

**Thank you for being a good representative of the Stockholm School of Economics in the**

**neighborhood.**

### **Arrival**

Use your black tag to access the main entrance.

### **Address**

The correct address for receiving mail is;

Your name

Apartment number (4 digits)

Kocksgatan 3 or 5

116 24 Stockholm

Sweden

Or

Your name

Apartment number (4 digits)

Folkungagatan 54

116 22 Stockholm

Sweden

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

### **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**. If the apartment is not cleaned by the instruction in the moving out guide you will receive a fee of minimum SEK 3500.

## **Disturbances**

Disturbing your neighbors is 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.

Please respect your neighbors and keep a good relation to them by following the rules stipulated in the General Terms and Condition you have signed.

## **Electricity**

Average use is included in the rent. Do not install extra heaters or other electrical devices that will exceed normal consumption. If the cost for electricity or water exceeds normal consumption, the tenant will be invoiced the extra cost.

## **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 the apartment, 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 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. **Furniture may not be moved from the apartment and shall be in the same condition when you leave, as when you moved in. It is not allowed to hang or put anything on the walls of the apartment.** Bed linen such as sheets, pillowcases and towels are not included. SSE will provide a duvet, a pillow and a toilet brush. **Light bulbs are changed by the tenant.** If you are missing any furniture or textile, please contact the Housing Office.

## **Garbage**

Kocksgatan 3-5: The garbage room for household waste is located between Kocksgatan 3-5, enter the gray door with your black tag.

Folkungagatan 54: The garbage room for household waste is at Folkungagatan 52, enter the building with your black tag. Inside the building on the entrance floor next to the elevators you will find a gray door, use your black tag to open the door, the garbage room is on level -1.

## Heating

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. The temperature should never be less than 18 degrees. **Extra heaters are not allowed!**

## Home insurance

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

## 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 Telenor. 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 standard door lock key (apartment key) 1 black tag (key to be used at the main entrance and common areas such as the laundry room and garbage room). Safe storage of all keys during your stay is your responsibility. If you lose any key during your stay, you must pay for a lock change. Please ensure that all your keys are returned to the housing office upon departure.

## Laundry

The laundry room is in the basement at Kocksgatan 1 and Folkungagatan 54, feel free to use your black tag to enter the gray door to the basement located next to the elevator on the entrance floor. Use your black tag to reserve a laundry time on the screen in the basement. Only tenants in the building may use the laundry room. It is not permitted to dye fabrics/textiles and wash carpets in a washing machine. Pay attention to the time, because you cannot enter the laundry after your booked time. **When you're done, make sure the floor is clean, dust the dryer filter and wipe 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.**

## Parcel delivery

Give your name, full address, mobile number and the address to the nearest delivery pick up point used by the shipping company of your choice. The company will either call you on delivery or text you when your package will be available at their delivery pick up point.

## **Post**

Your postbox is located at the main entrance. It is marked with your apartment number. **Do not put your name on these boxes.** To get your post delivered correctly, letters shall include; **your name + apt number, address, Sweden.**

## **Recycling**

Sorting at source is compulsory in Sweden. You can recycle almost everything from the household. It can be returned at any recycling point. Bulky refuse or if you want to recycle electric devices, laptop batteries, adapters, computers etc, you have to bring it to a special recycling facility.

## **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)

### **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.

*Thank you for staying with SSE Housing*

/ SSE Housing Office