



SSE Housing

Moving Out Guide

It is soon time to move out of your SSE Housing. We hope you have had a rewarding time with good studies, nice housing and many fun memories during your time at SSE. In order to facilitate your move out, we have compiled what is formally valid, and gathered some tips that may be helpful for you.

Please make sure you have enough time to clean your accommodation properly before you leave and make sure that you read and follow the cleaning instructions carefully.

If you don't have the time or feel like doing the cleaning yourself, we can arrange this for you. A cleaning booked in advance will cost SEK 1500 – 2500 depending on conditions and size. Contact the SSE Housing Office for more information or to book.

Getting started

Is something broken in your apartment?

Please report this to ssefaultreport@hhs.se. If you report in good time before you move out, SSE has the chance to repair any minor faults and the new tenant will come to an apartment where everything is in order.

Furniture and fittings

All furniture should be in the apartment on the day you move out. Please let us know if there is any furniture that you'd like us to replace or repair. Have you set up your own interior fittings, it shall be removed.

What if the cleaning is done poorly?

Your apartment will be inspected by SSE Housing staff, in most cases after you have checked out. If inspection shows that final cleaning has not been done in an acceptable manner **you will be billed for additional final cleaning** performed by a professional cleaning company (a minimum of SEK 2000). SSE is co-operating with **Intrum Justitia International**, so leaving Sweden does not mean you do not have to pay the Final cleaning invoice.

Next step

First of all, remove all personal belongings. Basically the accommodation should be left with what was there when you moved in.

Leaving items?

Please use common sense; not many people appreciate half empty cleaning detergents, odd spices, artificial flowers and other such items. If you are in doubt, please ask for advice from the SSE Housing Office. Recyclables as glass bottles, cans, cardboard boxes, plastic bags, etcetera, must be removed and recycled. All food items (dry as well as fresh) must be removed.

All keys must be returned to the SSE Housing Office.

Put all keys in an envelope and leave it at SSE's main postbox situated on the entrance door at Sveavägen 65. Do not forget to mark the envelope with your name, address, and apartment number. **You cannot send the Key Return Envelope by mail; you must personally leave it in the letterbox.** NB! Never give the keys directly to the new tenant. Failure to return all keys will lead to a lock change charged to you (SEK 2 000 – 3 000).



Extra charge?

If you leave the accommodation without following our moving out instructions you will be charged. This also applies if a room/apartment has not been emptied according to instructions (see also the **What if the cleaning is done poorly?** section). Damage caused to the accommodation interior or furniture will be charged accordingly.

Be very picky, those who move in after you will be, as you know they see everything ...

An e-mail will be sent to you with this information, including Cleaning Instructions and useful tips.

These are general instructions to be used where applicable (ie if you do not have a balcony or kitchen, leave that section out).

We hope you enjoyed your stay with SSE Housing!

Best regards,
SSE Housing Office