



## Welcome to SSE Housing Huvudsta

The housing premises are situated in a beautiful green area and on walking distance to lake Mälaren.

The metro station Huvudsta (blue line) is located in the basement of the building. For more info such as timetables and fares please visit [www.sl.se](http://www.sl.se)

**Thank you for being a good representative of SSE in the neighborhood.**

### **Address**

Correct address to get post delivered to your mailbox:

Your Name

c/o Stockholm School of Economics + 4 digit apartment number

Storgatan 64

171 52 Solna

Sweden

### **Arrival**

Use your key tag to access the main entrance door. To lock your apartment security door you first have to lift the door handle.

### **Bathroom**

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

**You are solely responsible for drain cleaning.**

### **Bicycle room**

There is a bicycle room in the basement. Use your key tag to access the bicycle room door.

### **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. The local housekeeper will clean your apartment once a month. You will be notified by this.

### **Disturbances**

Disturbing your neighbors, especially at night, is not allowed. Please keep the noise level down especially between 10 pm and 7 am on weekdays. Please avoid making loud noises before 9 am on weekends.

## Electricity

There are fuses – in the form of on and off switches – located in each apartment. **Do not use hotplates and microwave at the same time.** This might blow the fuse.

## 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 or laundry room, please send your report to [huvudsta@broskeppet.se](mailto:huvudsta@broskeppet.se) or call 076-144 00 00. Caretaker services for non-urgent matters is normally performed once a week. **Note that drain cleaning and changing of bulbs is your responsibility.** For emergency cases outside office hours, please call 0771-114040. **Note that you will be charged if you misuse this number for non emergency cases.** For all other issues send your report to [SSEFaultreport@hhs.se](mailto:SSEFaultreport@hhs.se).

## 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 furnitures depending on size (read more about the different options on our website [www.hhs.se/housing](http://www.hhs.se/housing)) Furniture may not be moved from the apartment and shall be in the same condition when you leave, as when you moved in. 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

Look for directions in the stair well for where to dispose your household waste. For all other type of garbage, please refer to the “Recycling” section.

## 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. The temperature should never be less than 18 degrees.

## 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. The local Housekeeper Office on the ground floor at Storgatan 64 have opening hours Thursdays 09:00-11:00.

## Internet

Internet is included in the rent. You will find the Wifi name and Password on the router in each apartment. If you experience any error with the wifi connection in your apt, take a picture of the router underside and email to [huvudsta@broskeppet.se](mailto:huvudsta@broskeppet.se) together with a description of the error. For further questions regarding the internet, please call Com Hem Customer Service at 90 222.

## Keys

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 SSE Housing Office upon departure.

## Kitchen

There is an electrical stove with oven and a fridge/freezer in the kitchen. You will find all the necessary kitchen utensils in the dressers. **Do not use hotplates and microwave at the same time.** This might blow the fuse.

## Laundry

The laundry room can be used all days **from 7 am to 10 pm** and is located in the basement (please find directions at the end of this leaflet). Use your key tag to access the laundry room and use the booking board. Only tenants of the building are allowed to use the laundry room. Report any faulty equipment immediately to a member of the board so it can be fixed. Dyeing of cloths/textiles as well as washing carpets in the washing machine is not allowed. When finished make sure the floor is clean, remove dust from the tumble dryer filter and dry off any washing powder from the machines. Switch off the lights and lock the laundry room when you leave.

## 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.**

## Parking

There are parking spaces available outside and in the basement of the building, free of charge for the first two hours. If you want to hire a parking slot, please contact Parkman, 08-734 90 00, [uthyrning@parkman.nu](mailto:uthyrning@parkman.nu)

## Post

Your postbox is located in the stairwell. It is marked with Stockholm School of Economics and your apartment number. **Do not put your name on these boxes.** To get your post delivered correctly, letters shall include; **your name, c/o Stockholm School of Economics + apartment number, Storgatan 64, 171 52 Solna, Sweden.**

## Recycling

Sorting at source is compulsory in Sweden. You can recycle almost everything from the household. It can be returned at the recycling point on the entrance level (please find directions at the end of this leaflet). 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, internet, 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. Neither is it 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 at any time.

## **Useful telephone numbers:**

### **Hour outside office hours:**

0771-11 40 40

### **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