



Welcome to SSE Housing Pontonjörgatan 8

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

The nearest subway station is Rådhuset (blue line). For more info such as timetables and fares please visit <http://sl.se/>

Living at Pontonjörgatan 8, such a central location in Stockholm, has its advantages.

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

Address

Correct address to get post delivered to your mailbox:

Your Name

c/o Handelshögskolan, lgh xxxx

Pontonjörgatan 8

112 22 Stockholm

Sweden

Arrival

Use a door code to the main entrance. You may also use the household key with the blue head.

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.**

Bicycles

Please use the bike stand provided on the courtyard and do not park your bike at the front of the building.

Cleaning

All apartments have a vacuum cleaner. 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, 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. If you plan to have a party 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 are fuses – in the form of on and 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, missing or damaged furniture etc, please send your report to 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 such as bed, bedside table, desk, desk chair, dining table and chairs and wardrobes. Furniture may not be moved from the apartment and shall be in the same condition when you leave, as when you moved in. There might be some kitchen equipment left by a previous tenant. 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.** 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.

Home insurance

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

Housing Office

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

Internet is included in the rent and provided by Bredbandsbolaget.

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 a gas stove in the kitchen. Make sure you switch it off properly after use for your own safety.

Laundry

The laundry room located in the basement can be used all days from 7 am to 10 pm. Use the booking board and put your lock on the day and time you wish to use the facilities. 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.**

Recycling

Sorting at source is compulsory in Sweden. You can recycle almost everything from the household. It can be returned at the nearest recycling point at Pontonjärsparcken. Bulky refuse (for example furniture) or if you want to recycle electric devices, laptop batteries, adapters, computers etc, you have to bring it to a special recycling facility. Closest ones are Lövsta and Årsta Recycling Station.

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:

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