



SSE Housing

Moving Out Guide

This information will be e-mailed to you when it is time to move out of your SSE Housing. 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.

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. 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.

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?

Cleaning detergents, toilet paper, extension cords, network cables, coat hangers and other such items, can be left behind if it is clean and in good condition. Everything else must be removed. 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.

**Keys.**

All keys and key cards must be returned to the SSSB House Caretaker Office located at Professorssligan 13 on Campus Lappis.

Put the keys in an envelope and mark it with your name, new and old address and your phone number. **If any keys are missing, you will be charged for the cost of changing the lock. Aprox. 3000 SEK.**

NB! Never give the keys directly to the new tenant.

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. 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