



Welcome to SSE Housing Liljeholmen

The Student housing premises – not a Campus – are situated in the middle of a residential area and host 23 apartments.

Living at Nybohovsgränd, such a close suburb to Stockholm is unique in a student housing perspective and has its advantages. 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.

Travel directions

Take the subway (red line) to Liljeholmen (towards Fruängen and Norsborg). From the subway follow the signs to the lift/elevator (HISSBANA) to Nybohov. For information on the public transport

system (timetables and fares) please see www.sl.se

Arrival

Use the blue key tag to open the main entrance door. Locate your apartment's mailbox and paste your name tag provided by SSE Housing Office.

Apartments

All apartments are 30 square meters with kitchen, bathroom, balcony and security door. The kitchen has a fridge, freezer, kitchen fan and a stove with oven and hotplates. The bathroom has a shower, toilet, basin and an electrical towel dryer.

Bathroom

All 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.

Bike room

The room for the bikes is located just on the left of the main entrance and can be accessed with the key tag.

Caretaker

The building is owned by *Svenska Bostäder* and there is a caretaker for each building at Nybohovsgränd. He/she will take care of minor repairs and malfunctions in the building and in your apartment. Check the notice board at the main entrance for contact details to your caretaker. **Note that drain cleaning and changing of bulbs is your responsibility.**

Cleaning

Vacuum cleaners and sweep sets are located in the cleaning closet in every apartment. 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 after 10 pm.

Electricity

SSE Housing uses only electricity from renewable sources, hydro, wind and biomass power. Electricity, heating and water are included in the rent. Note that excessive use of electricity might lead to extra charges. You will be notified if your electricity bill is above average consumption before any extra charges apply. The power control is located in the hall and is equipped with automatic fuses, which are easily switched back into place if any electrical device should fail.

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

Information on how to address the landlord is posted in the entrance of the building. Customer Service telephone 0771-318 318 (for errors related to the apartment such as stove, fridge, fan, heating, etc).

Fire alarm

In your apartment there is a smoke detector in the ceiling, this will alert you if it is exposed to smoke or steam. If the detector makes short beeping sounds the battery needs to be changed. DO NOT remove or cover any sensors or smoke detectors. The detectors are in place for your safety! Please press the test button at your arrival to make sure the smoke detector is working.

Fridge/freezer

If the fridge is not turned on when you arrive just turn the numbered knob inside the fridge and it should start. The power is on for both the fridge and the freezer. If nothing happens, look in the cupboard above the fridge and make sure the plug is properly in the power socket and also check the fuse box located in the hallway above the coat hanger. All switches should be pointing upwards.

Furniture

The apartment is furnished with (a minimum of) one single bed, one pillow, one duvet, one table/desk, two chairs, one bookshelf, one vacuum cleaner, basic cleaning material (no detergents), shower curtain and lights. Some apartments have more furniture items and kitchen utilities which have been left behind by previous tenants. If you are missing any furniture or textile, please contact the Housing Office. Light bulbs are changed by the tenant.

Garbage

Household waste (in tied up plastic bags) are disposed of in the metal chute/hatch opposite the postboxes by the main entrance. For all other debris, see the **Recycling** section.

Heating

The radiators are regulated by a thermostat ventilator, which, when it is open to its maximum, should keep the temperature at a level of 20-21° C in the apartment. 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

Visit us at Room C 540, 5th floor, Holländargatan 32. For matters concerning your lease agreement, 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 expenses are not included in the rent and each tenant must make his/her own arrangements. If you do not have a Swedish personal code number, Bredband2 is your best choice, phone: 0770 – 811 000. Homepage: www.bredband2.com (It is recommended to call them for best help with the internet agreement).

Keys

Keys can be collected from the Housing Office on opening hours – Tuesday 13:45-16:00 and Thursday 09:45-12:00. For other appointments, please use the SSEHousing@hhs.se email. Keys cannot be collected on weekends or after office hours. You are responsible for the safe keeping of all keys and if you lose any key during your stay you must pay for a full lock change. **Make sure all your keys are returned to the SSE Housing Office at Sveavägen 65 upon departure using the provided Key Return Envelope.**

Laundry

The laundry facilities are located in the basement (level K1) and can be accessed and booked by using your electronic key tag. When finished make sure the floor is clean, remove dust from the tumble dryer filter and dry off 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.**

Mail/newspapers

Mailboxes are located in the entrance hall. The key to your mailbox is the same as to your apartment.

Post

A postbox for each apartment is located in the main entrance in the building. Use the name tag provided by SSE Housing office to mark the post box with your name. Use the door key to open your postbox.

Recycling

Sorting at source is compulsory in Sweden. Separate paper, paper packaging, metals, colored and clear glass, stiff plastics, batteries, light bulbs, cardboards and minor bulky rubbish from your household waste/rubbish. Recycling is done in a separate house outside your building, use your electronic key tag for access. Household waste (in tied up plastic bags) are disposed of in the metal chute/hatch opposite the postboxes by the main entrance. Regulations and guidelines for chemical waste; www.svoa.se/kosmetisktavfall

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. Do not forget to pick up your 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.

Windows

All windows are thermopane windows, which improves the heating comfort and decreases the noise. Venetian blinds cannot be installed inside the window-frame since this would deteriorate both the noise and heating comfort..

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)

Medical advice

+46 8 32 01 00 (a message in Swedish will follow, press 3 to continue)

Emergency dentist

S:t Eriks hospital (Polhemsgatan 48) +46 8 545 512 20

Thank you for staying with SSE Housing
/ SSE Housing Office