



Welcome to SSE Housing Mälarterrassen

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

The metro station Hässelby strand (green line) is located just opposite the building. For more info such as timetables and fares please visit <http://sl.se/en/Visitor/Plan-your-journey/>

Living at Mälarterrassen, such a beautiful 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 Stockholm School of Economics, apt + 4 digit room number

Fyrspanngatan 162

165 62 Hässelby

Sweden

Arrival

Use your apartment key to access the main entrance door.

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.

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.

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 SSEFaultreport@hhs.se or use the [Online form](#). 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 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. 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

There are garbage bins for household waste and recycling in the garbage room, located just outside the main entrance. NOTE: You must **tie up the garbage bag** before you put it in the right place. Use your received door code for access. Regulations and guidelines for chemical waste; www.svoa.se/kosmetisktavfall

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

Visit us at Room C 540, 5th floor, Holländargatan 32. Opening hours: Tuesday 13:45-16:00 and Thursday 09:45-12:00. 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. You will find the Wifi name and Password on the router in each room.

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 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 (floor 1). You will receive a door code for access. Only tenants of the building are allowed to use the laundry room. Report any faulty equipment immediately to the SSE Housing Office 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.**

Parcel delivery

Give your name, full address, mobile number and the address to the nearest delivery point used by the shipping company of your choice. The company will then either call you on delivery or text you with the message when your package will be available at their delivery point.

Post

Your postbox is located outside the main entrance. 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 + apt number, Fyrspanngatan 162, 165 62 Hässelby, Sweden.**

Recycling

Sorting at source is compulsory in Sweden. You can recycle almost everything from the household. It can be returned at any recycling point. 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; <http://www.stockholm.se/ByggBo/Avfall-och-atervinning/Har-lamnar-du-sopor/>.

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 or on your balcony, 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)

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

Crisis information

Dial 113 13 (no dialing code). This number should be used to get or give information on disasters and crises in the society, such as major storms and traffic accidents.

Useful links:

www.sl.se

www.stockholm.se

www.vardguiden.se/Sa-funkar-det/Halso-och-sjukvard/Hitta-ratt-i-warden/Engelska

Thank you for staying with SSE Housing.

/ SSE Housing Office

