



## Welcome to SSE Housing, Campus Lappis

Lappis is the largest student housing area in Stockholm and the property owner is SSSB (Stiftelsen Stockholms Studentbostäder).

The area is located north of the city centre near Stockholm University. The nearest

subway station is Universitetet (red line) and bus route 50 goes straight from Odenplan to the stop Professorsslingan. For information on the public transport system (timetables and fares) please see [www.sl.se](http://www.sl.se)

You sign your contract at the Housing Office, Holländargatan 32, and collect the keys at SSSB:s Office, Professorsslingan 13, at the Campus when living in our Lappis accommodations.

### **Opening hours at SSSB Housekeeper office, Professorsslingan 13, 114 17 Stockholm:**

Mon – Fri: 08.00 – 10.00

**Please call the Housekeeper Office if you arrive outside office hours in August.**

**SSSB Housekeeper Office: phone; [+46 8 458 1012](tel:+4684581012) or email; [lappis@sssb.se](mailto:lappis@sssb.se)**

Please note that you need to show your ID or passport together with your signed SSE lease agreement when collecting the keys.

### **Bathroom**

All rooms have a private bathroom with shower, basin and toilet. All drains are water sealed and bad smell can occur when there is no water locking out the smell from the drains/pipes. Flush with water to stop the bad smell. You are solely responsible for drain cleaning.

### **Cleaning**

You are responsible for keeping your own room clean during your stay and you will have to leave it well cleaned when you move out. The tenants in the corridor are collectively responsible for keeping the kitchen and corridor clean.

### **Disturbances**

Disturbing your neighbors, especially at night, is not allowed. If a disturbance becomes unbearable you can call the Securitas Disturbance watch on 010-470 55 03. The person who is causing the disturbance will be charged for the call out. Please note that you are responsible for your guests. Should they cause a disturbance you will be held accountable.

### **Emergency exit**

It is very important that you upon arrival locate the emergency exits in the building in case of an emergency situation.

### **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 it needs to be changed. Please visit the SSSB Office to get a replacement smoke detector. **DO NOT** remove or cover any sensors or smoke detectors. The detectors are in place for your safety!

### **Fault report**

For matters regarding your room or furniture, please visit the local Housekeeper office or send an email to [mattias.nordstrom@sssb.se](mailto:mattias.nordstrom@sssb.se)

### **Furniture**

The accommodation is equipped with basic furniture such as bed, desk, desk chair, bookshelf and wardrobe. 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.

### **Home insurance**

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

### **SSE 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](mailto:SSEHousing@hhs.se) . For urgent matters outside normal office hours, please find more information at your housing facility notice board.

### **Internet/broadband**

Cabled internet is included in the rent. You activate your broadband online once you have moved into your new home. The portal can only be accessed from the broadband socket you wish to activate and appears the first time you open your web-browser after connecting your network cable. For fault report regarding the internet, please send an email to [jonas.edlund@sssb.se](mailto:jonas.edlund@sssb.se)

### **Keys**

You will receive the following keys: **1 door lock key** (your room door), **1 key tag** (for the main entrance, laundry rooms and other common areas), **1 code** (to the corridor door). You are responsible for safe keeping of all keys and if you lose any key during your stay you must pay for a lock change. Make sure all keys are returned to the SSSB Office (Note: NOT the SSE Housing Office) upon departure.

### **Laundry**

There are laundry rooms in the Lappis area, see the Lappis map for your nearest one. Clean the tumble dryer filters and sweep the floor after use. Clothes that are left behind will be thrown away.

### **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.**

### **Local tenant's association**

The local tenant's association represent the students' interest at Lappis. They also manage a variety of facilities in the area such as sauna, pub, gym and photo lab. For more information please visit [www.lappis.org](http://www.lappis.org)

### **Maintenance and repairs**

Each building has its own designated caretaker. You will find their name and contact details by the entrance of your building or on the SSSB website ([www.sssb.se](http://www.sssb.se)). Please note that they don't change light bulbs or replace curtains or other textiles. However, they can help you if interior details in your room or in common areas are faulty or broken.

### **Post**

There are postboxes on each level marked with your name. Mail is delivered on weekdays by the postal service.

### **Recycling**

Sorting at source is compulsory. Recycling stations are located in several locations in the area. Household waste is disposed of in designated places as well as bulky refuse. See the Lappis map (last page).

### **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.

### **Shared kitchen**

In each corridor there is a shared kitchen that the tenants can use. It has a stove with oven and fridge/s and freezer/s. The tenants in each corridor are jointly responsible for keeping the shared kitchen and corridor clean.

### **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.

*Thank you for staying with SSE Housing. / SSE Housing Office*

# LAPPKÄRRSBERGET

- På återvinningsstationerna ska du slänga glas, papper, tidningar, pappersförpackningar, metall och plast.  
At the recycling station you will deposit glass, paper, newspapers and magazines, paper packaging, metal and plastic.
- I grovsoprummet ska du slänga grovsopor som till exempel möbler, el, lysrör och batterier.  
In the bulky refuse room you will throw all your bulky waste and electronic waste.
- Hushållssopor  
Household waste

