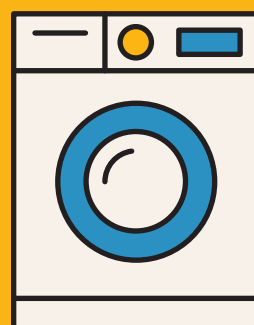


RENTING AN APARTMENT



**Some
information
& suggestions
for tenants**



This brochure provides some useful information and suggestions for people who are renting their home. It explains what your responsibilities are as tenant, what your landlord's responsibilities are, the best way to look after the property and some other matters you should bear in mind when you live in a multi-dwelling property.



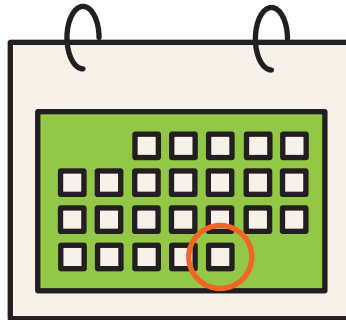
Remember!

- Your landlord is responsible for ensuring that the apartment is in good condition and that everything works.
- You are responsible for looking after your apartment and paying the rent on time every month.

PAY YOUR RENT ON TIME

It is important to pay the rent on time. Rent is payable monthly in advance, **no later than last weekday of every month.**

You could lose your home if you fail to pay on time. Contact your landlord as soon as possible if you have problems in paying for any reason.



TIP: Many people find it convenient to pay by direct debit or online. Please contact your housing company if you need more information.

CHECK YOUR KEYS

You will get a number of keys when moving into your home. In addition to the keys to the apartment, you will often be given separate keys for the main door to the building and for the laundry and storage rooms.

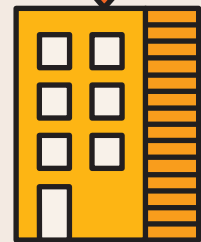
Check that you have the right number of correct keys. You are responsible for keeping track of your keys. Remember that your keys are items of value.



TEST YOUR SMOKE ALARM

In the event of a fire your smoke alarm could save both your life and the lives of others. The landlord must ensure that your apartment has a smoke alarm, but you are responsible for testing that it is in working order. Regularly test it by pressing the test button. This is particularly important if you have been away as the batteries may have run out.

Contact your housing company if the smoke alarm is not working.



GET HOME AND CONTENTS INSURANCE

It is important to have home and contents insurance, which can protect you financially if something were to happen to your home. For example, home and contents insurance could provide you with compensation for items destroyed in the event of a fire. Your home insurance may also be important if you yourself were to cause serious damage, such as a fire.

Most home and contents insurance policies also cover theft and offer legal expenses protection.

TIP: Make a list of your valuable items and take photos of them. This will make things easier if you need to claim compensation.

Look after your apartment

You are responsible for looking after your apartment, which includes carrying out the following general maintenance tasks:

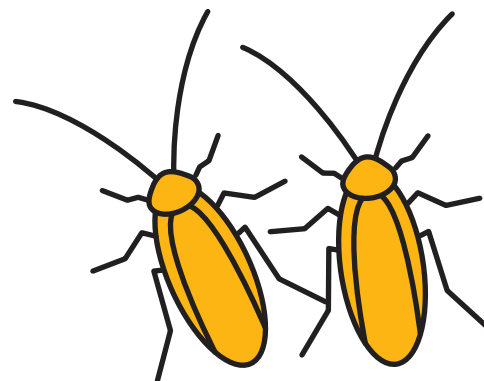
- ✓ Cleaning the filter in the kitchen fan.
- ✓ Removing hair and debris from the floor drain in the shower.
- ✓ Defrosting the fridge and freezer.
- ✓ Cleaning behind the cooker and fridge.
- ✓ Checking and cleaning vents in the apartment.

IT IS IMPORTANT TO REPORT FAULTS IMMEDIATELY

Contact your landlord as soon as possible if, for example, you discover a water leak or pests. You may have to pay compensation for some damage if it is not reported immediately.

A special hotline number is generally provided that can be contacted during evenings or at weekends if your problem is urgent. Find out about the procedures at your apartment.

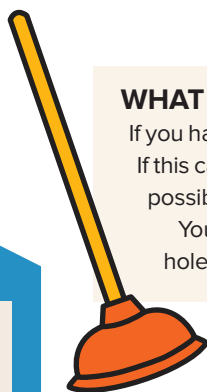
TIP: Save important telephone numbers in your mobile phone, or keep a list of these in your apartment so that they are easy to find when you need them.



WHAT SHOULD I DO IF I HAVE A BLOCKED DRAIN?

If you have a blocked drain, first attempt to remove whatever is causing the blockage. If this cannot be done, contact the housing company and report the fault as soon as possible. Never use chemical products to clean the drains (e.g. lye).

You are responsible for regularly removing hair and other waste from the plug hole in the bath and sink.



CLEANING ADVICE

Buildings in Sweden are built to be warm in winter, which makes them sensitive to moisture.

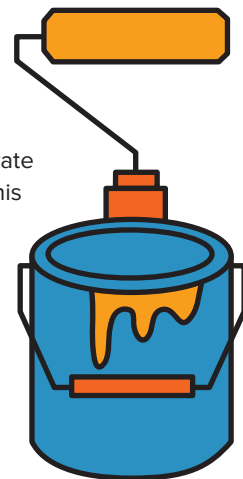
Avoid using too much water when cleaning your apartment and **never pour water onto the floor**. Ensure that all floors and other surfaces are dried.

The apartment has vents to extract moist air. It is therefore important to keep these vents open throughout the year.

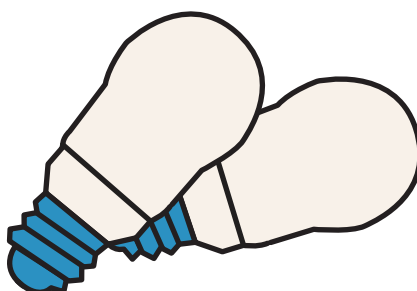
CAN I MAKE CHANGES TO MY APARTMENT?

You must first get the approval of your landlord if you want to renovate your apartment. If you want to paint or wallpaper your apartment, this must be done to a professional standard and not be too extreme. Speak to your landlord if you are unsure. You will have to pay for the cost of materials.

You are allowed to drill some holes in the walls and ceiling for pictures, etc. However, please check with your landlord in advance as you may have to pay compensation if this has not been done properly or if there are too many holes. You must not drill holes in the bathroom without the approval of the landlord.



CAN I CHANGE LIGHT BULBS AND REPLACE OTHER ELECTRICAL ACCESSORIES IN MY APARTMENT?




You can do some things yourself, but only if you have the necessary expertise. You may:

- Change light bulbs and fluorescent tubes
- Change plugs and fuses
- Connect and replace lamps, except in bathrooms and other 'wet' areas.

Contact your housing company if switches, sockets or fixed installations need to be replaced or repaired.

Always use an accredited electrician for electrical installations.



**Contact your
landlord as
soon as possible
if you discover
a water leak!**

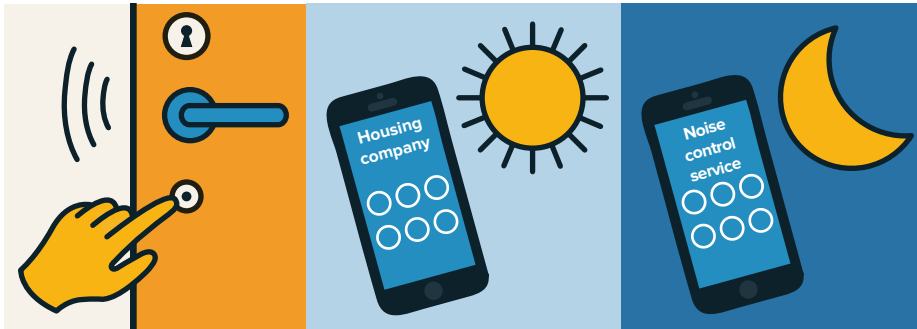
**All of the tenants
in an apartment
block have a shared
responsibility for the
communal areas.**



Be considerate

It is particularly important to be considerate between the hours of 10.00 pm and 7.00 am. Avoid disturbing your neighbours by following these rules:

- Remember, every sound in the stairwell can be heard. Neighbours can easily be disturbed by people running around, playing and slamming doors.
- As tenant, you are also responsible for your guests not disturbing your neighbours.
- Turn the volume of your television, computer or stereo down to an appropriate level.
- Avoid drilling or hammering late in the evening.
- Having a party may be fun, but please let your neighbours know well in advance.



CAN I KEEP PETS IN MY APARTMENT?



Yes, you can keep pets unless your tenancy agreement states otherwise. However, be sure to consider the following:

- Pets should not be allowed out unsupervised.
- Always keep dogs on a lead in the residential area.
- Ensure that dogs and cats do not foul the area, particularly near playgrounds.

1. You have the right to peace and quiet in your home. If a neighbour is creating a disturbance, you should first contact the neighbour directly.

2. Contact the housing company if the disturbance continues.

3. In the event of a major disturbance during the evening or at a weekend you can call the housing company's noise control service, if they have one, or even the police in serious cases. Provide your name, address and telephone number as well as information about what is happening and who is creating the disturbance.

Tenants who repeatedly create a disturbance for their neighbours risk eviction.

PLEASE DO NOT LEAVE PUSHCHAIRS IN THE STAIRWELL

The stairwell is an emergency escape route and must be kept clear to provide access for the emergency services if needed.

Prams, shoes and bicycles should never be kept in the stairwell or entrance area. Bags of rubbish, furniture or other items should not be kept there either. This restriction also applies to passageways in the basement and outside the storage room.

Apart from looking untidy and making access difficult, these items also increase the risk of fire.



TIP: There may be a storage room for prams in your building. Ask your landlord.



LAUNDRY ROOM RULES

You share the laundry room with your neighbours. You must book in advance to use the laundry room. Please respect bookings made.

Please clean up properly after washing your clothes.



SORT YOUR WASTE PROPERLY

Find out where you must dispose of waste. Newspapers and packaging must be disposed of separately. Separate bins are provided for glass, metal, plastic and paper packaging.

Sometimes a separate container is available for food waste.

Items of hazardous waste (e.g. batteries, chemicals and electrical devices) must NEVER be disposed of with other waste, but must be deposited in a specially designated bin instead.

Bulky waste, such as broken furniture, can sometimes be left in special areas marked for the purpose. Ask your landlord about the rules for your building.

Questions & answers

What does your rent include?

The rent normally includes everything apart from the electricity used by your household. Your rent includes heating, water, refuse collection and cleaning of the stairwell unless otherwise stated in your tenancy agreement.

How long can I live in the apartment?

A tenancy agreement may be for a fixed or indefinite term. A primary tenant generally has 'security of tenure', which basically means that you are entitled to remain in the apartment for as long as you wish, unless the landlord has very strong reasons for terminating the agreement.

On what grounds can I be evicted?

Grounds for eviction may be due to tenants not meeting their obligations by disturbing others, not looking after the apartments, not paying the rent on time or subletting an apartment without prior approval. There are other reasons for eviction such as when the building is to undergo substantial renovation work or be demolished.

Can I swap apartments?

Yes, if you have a primary tenancy agreement (i.e., you are not a sub-tenant) and this has been approved by your landlord. A regional rent tribunal may approve an exchange if your landlord has refused.

Can I rent out my apartment to someone else?

Yes, if the landlord agrees. Reasons for subletting may include studying or working in another town or moving in with someone for a trial period. You could be evicted if you sublet your apartment without the approval of your landlord. Remember that the primary tenant is responsible for the rent being paid and for neighbours not being disturbed, even if someone else is living in the apartment.

How do I give notice terminating my tenancy if I want to move out?

You must always terminate your tenancy agreement in writing. After notice has been given, you must continue to pay for the apartment for a specific period of time ('period of notice'). Your period of notice is specified in your tenancy agreement. For example, if you give notice on 24 April terminating your agreement, the agreement will generally end on 31 July, and you must pay rent until this date.

What should I do when vacating my apartment?

You must clean the apartment before returning the keys. Landlords generally have a special cleaning checklist that you might find helpful when you vacate your apartment. You could be held responsible for cleaning costs if the apartment is not cleaned properly. The landlord will inspect the apartment before you move out. You may be held liable to pay for any damage caused or if there has been an unusual level of wear and tear in the apartment.

How do I register a change of address when moving?

You must register your new address with the Swedish Tax Agency when you move, which is free of charge. A charge is made if you would like the postal service to automatically forward your mail to your new address for a limited period of time. You can register a change of address and arrange for the forwarding of post via Svensk Adressändring's website: www.adressandring.se.

Please contact your housing company for further information.