The guide to your new home

Stay Sthim Corporate Apartments



Moving to a new country or just a new home means a lot of new impressions that not always are automatically understood. Therefor we provide a guidance template so you easier can orient in how the regulations work in Sweden. If you have any further questions, please just contact us and we will guide you.



RESPONSIBILITY

Content of responsibility

Tenant(s) is responsible for cleaning all areas of the apartment daily and weekly. This includes but not limited to, living room, dining room, kitchen, hallways, laundry room, bedrooms, closets, bathrooms and any other space in the apartment.

To prevent the infestation of rodents and insects, tenants must remove any collected trash and food waste from the apartments, daily.

Carpets and rugs must be vacuumed at least once a week. Hardwood floors or Tiles must be swept once a week.

Bathrooms must be cleaned regularly, and as frequently as needed, to prevent the formation of mould and mildew.

It is important that you clean adequately and regularly, Tenant(s) could be liable for reasonable cleaning charges – including charges for cleaning carpets, draperies, furniture, walls, etc. that are soiled beyond normal wear (that is, wear or soiling that occurs without negligence, carelessness, accident, or abuse).

Landlord reserves the right to hire a recurring professional cleaning Service if Tenant(s) are not keeping the apartment in clean/sanitary order at Landlord's own judgment. This expense will be the responsibility of the Tenant(s).

TENANT PORTAL

The Stay Sthlm tenant portal

The tenant portal is an online tool to make your stay with us as easy easy as it could be. Download the website and portal as an icon on your mobile device for easy access.

Login

- ☐ Log in to the portal on <u>www.staysthlmcom/login</u>
- ☐ Username; Your email address
- ☐ Activate your account by choosing a password
- ☐ If you have forgotten your password use the "Retrieve password" feature.

View your profile

If you want to sign up for electricity you can find useful information about your subscription / apartment's electricity ID.

If you have internet included in the rent you can also find you MacID (internet ID) on your profile. This is helpful I information for you as you need to give the provider (Com Hem) or Housing Services the id if there is an connectivity issue.

Please make sure to keep your profile up top date so that we easily can reach you. Please note that the registered email address cannot be changed.

What's in the portal?

It's the fastest way to find information about our services, find answers to your questions and file a service request.



If you feel there is something missing feel free to contact us at support@sttaysthlm.se with your ideas!

MOVING IN

Welcome

Moving to a new apartment is often inspiring and exciting, but the move can also be stressful, with lots to do and remember. We hope that you enjoy your new home!

Pick up of keys

- Key pick up is available after 5 pm (Fridays). The pick up location will be sent to you by e-mail prior to your arrival.
- You need to pick up the key in person at the pick up location (open 24/7)
- Each tenant will receive two sets of keys and a laundry cylinder/tag. If you lose
 the keys to the apartment, you as a tenant will be held liable for the cost of
 making new keys.

Service report

Prior to move out please make sure the apartment is left in the same/similar condition as when the tenant moved in. Make a service report if something needs to be addressed or if the tenant needs help with something. Our service team will happily assist and guide the tenant.

After move out an inspection will be carried out of the apartment. We recommend the tenant to do the same before handing over the keys. Our sales representative will guide the leaving tenant through the procedure.

Housing Service

Our Housing Service is available to you 24/7. However, our opening hours are Monday to Friday 9 am and 4 pm. During evenings, public holidays and weekends, we have an on-call service available. Please note that this service is only to be used in case of emergency or an urgent matter.

Urgent matter?

- Fire call 112
- Medical emergency call 112
- Theft / Police call 114 14

Checklist at move in

There is a lot to remember when you are moving into a new apartment. To help you keep track of everything important, we have put together a checklist for moving in:

If you need to get your own electricity contract for the apartment, don't leave it too late.
As soon as you have your contract you can sign up for the electricity subscription and
set it to start on the actual move in date. The electrical ID can be found in your lease
contract.
Notify the authorities of your change of address on time (Adressändring, Skatteverket
etc). Let the bank, your phone operator, the library, the newspapers, and your friends
and relatives know your new address.
Get home insurance for your apartment or transfer your existing insurance to the new
address. If you are transferring your existing insurance, also make sure that the insured
amount is sufficient. Most home insurances cover the move as well, so if something
breaks during the move they may reimburse you.
Check the fire alarm. If it cannot be found is not working contact Housing Services
An inspection has been done of your apartment prior to move in. But please check the
condition of your apartment and submit a move-in report within 10 calendar days of
receiving the key. Notify Stay Sthlm immediately if the apartment needs attention. If the
primary inspection of the apartment revealed shortcomings, another inspection will be
carried out during the first few days of your rental agreement. You can see the new
tenants' inspection schedule on Stay Sthlm' website.
Remember that Stay Sthlm apartments are unfurnished, unless otherwise specified in
your tenancy agreement. Any lights, wardrobes and any extra furnishings that you do
not want to keep, let Stay Sthlm know about them. Wardrobes will not be removed so
the apartment is rented as seen.
Also take care to dispose of any moving boxes and other packaging materials according
to waste recycling instructions. You must flatten cardboard boxes before putting them
in the cardboard collection container, to stop it filling up too quickly. It is strictly
forbidden to leave any debris in the hallway / stairs at any time.



MOVING OUT

Termination

The tenant must always terminate the tenancy agreement in writing to termination@staysthlm.se.

The period of notice is 3 full calendar months for the tenant. The apartment inspection will be carried out during the last month of your tenancy or after move out. Please see the specific lease agreement for details about the termination period.

Returning keys

There are two options for return the keys: you can return the keys to the Stay Sthlm representative in a sealed envelope at the end of the lease or you can also leave the keys in your post box in the apartment building. The Sales team representative will guide the tenant and inform the tenant of the procedure.

Date of move out

The tenant may choose to move out earlier, however the lease agreement will still run until the last day of the month. Please keep our sales representative update on the actual move-out date. The termination date is always the last day of each month.

Cleaning

Final cleaning will always be handled by Stay Sthlm, according to the lease agreement. Although the tenant may choose to clean the apartment themselves, the apartment will be recleaned by our cleaning staff. This is done to ensure a good standard and that we have certain criteria's that must be fulfilled (i.e ventilation, between windows, balcony etc).

Service report

Prior to move out please make sure the apartment is left in the same/similar condition as when the tenant moved in. Make a service report if something needs to be addressed or if the tenant needs help with something. Our service team will happily assist and guide the tenant.

After move out an inspection will be carried out of the apartment. We recommend the tenant to do the same before handing over the keys. Our sales representative will guide the leaving tenant through the procedure.

Make a service report: www.staysthlm.com/contact

Checklist before moving out

Ш	The apartment should be left in the same condition as when the tenant moved in.
	If there are holes/damaged to the wall/ceiling caused by the tenant please contact your sales representative for guidance.
	Contact your insurance company with the new details or terminate the insurance of you are leaving Sweden
	Contact Adressändring if you are relocating to a new address in Sweden. Your post
	Do not repaint any areas without the permission from Stay Sthlm as this may cause a hefty fee, if its not done by a professional.
	Cancel the electricity/gas subscription well in advance with the electricity provider
	Cancel the internet subscription in advance (if it's not a part of the lease agreement).
	Make sure to empty all cabinets and remove any debris etc
	Do not leave any personal belongings. Left items will be charged to the tenant, starting fee from 1000 SEK.
	Remove everything from the fridge and freezer
	Turn off the lights before you close the door



LOSS OF KEYS

Who do I contact if I loose my keys or they get stolen?

If the tenant lose a key, you must immediately submit a written report of the loss at the Stay Sthlm Housing Service (support@staysthlm.se).

The tenant will be charged for the new key according to the tenant charge sheet and the payment bill will be sent by e-mail.

For security reasons, the lock may need to be rekeyed. The tenant is responsible for the cost of rekeying and/or new keys. The prices of lost keys, additional keys and rekeying are listed in the tenant charge sheet.

Lost keys, misplaced keys and missing laundry cylinders will be charged on the tenant.

Locksmith

If you lose the keys to the apartment, you as a tenant will be held liable for the cost of making new keys. Call a licensed locksmith if you can not enter your apartment outside office hours. Please note that you need to pay the expense yourself or make a claim with your insurance company. Licensed locksmith: Storstadens Lås 08 123 123.

Charge sheet

- Change of lock and 4 keys: Starting from 2 500 kr
- Laundry cylinder 600 kr
- Laundry key 600 kr
- Apartment keys (security door): 600 kr
- Apartment keys (standard door): 300 kr
- Main entrance key 600 kr
- Tag entrance door / laundry 600 kr
- Post box key: 300 kr

HOUSING SERVICES

Service requests

We try to respond to fault reports as quickly as possible and they are prioritised according to urgency (for example water damage as opposed to a dent in a door). The less urgent jobs are generally taken care of within a month. Please take into account that certain times of the year are busier than others. For instance, as many people move in the autumn, getting repairs done may take longer than during the quieter periods.

www.staysthlm.com/contact

Smoking

Smoking is strictly forbidden in all places in and around the apartment. Smoking in the apartment will lead to eviction.

- In the apartment
- In the apartment building
- On the balconies in the stairways
- In common areas
- Outside the main entrance door

Please note that if smoking has occurred in the apartment a full sanitation will be carried out at the day of move out and the full cost will be upon the tenant. Depending on the damage the cost will start at 10 000 SEK and up.

Fire alarms

It is the tenants responsibility to ensure that there is a working fire alarm in the apartment. For more information on the differences between the fire alarm system, fire alarm and mains operated smoke alarms can be found on this page.

If a fire alarm is missing contact Housing Support immediately. In an emergency, please call the emergency number 112.

Internet connection

Internet is available in all flats. You can sign your own contract with the service provider or sign through Stay Sthlm. If you choose to sign with Stay Sthlm there is one bill less to pay and you do not have a notice period.

If you have pre-ordered the service, the log in information can be found on the back of the router.

Home insurance

All tenants are responsible for signing up for home insurance. This is not done by Stay Sthlm nor your company, please contact your Housing Servicer, relocation or your HR department for further details. Not having a home insurance is a breech of contract and will lead to eviction.

Home insurance protects your home and property from unpleasant surprises. All Stay Sthlm tenants must have a valid home insurance from the day of move in.

Stay Sthlm does not compensate for any property that is stolen or broken. You can of course take active steps to protect your property. For example, if your bike is stolen from the basement, Stay Sthlm will not compensate you for it.

You are responsible for insuring your own property with either a home insurance policy or some other type of insurance. It is also good to have a liability insurance policy, in case of damage caused by you. However, even liability insurance will not pay out costs caused by negligence or wilful damage. For example, if you opt for not having a shower curtain and the water always ends up on the hallway floor causing water damage, you may have difficulty getting compensation from the insurance company. Remember also that you cannot take out home insurance after an insurable event has occurred, to cover the damage.

Being properly prepared also helps to keep everything secure. You should, for example, put a decent lock on your storage space, if provided, in the basement and not store anything particularly valuable there!

Home insurance is also the best way to cover yourself against medical illness, theft, water damage or fire.

Electricity & Gas

If you have pre-ordered the service, the electricity is already switched on when you move in.

If not, please call the electricity provider and sign up for a subscription. Send a service request to our Housing Service and they will assist you.

Please note that you need the electricity id ("Anläggnings-ID") when signing up for a subscription. This can be found on the fuse box (often located in the hallway) and starts with the number "735 999 ...".

The electricity service providers name can also be found on the fuse box (Ellevio, Fortum, Vattenfall, Stockholm gas etc.).

Electricity & light

There are many types of electrical equipment in the apartments, some of which are part of the apartment's equipment and some are tenant's own equipment. It is tenant's responsibility to replace the burned-out bulbs in apartment. It is also the tenant's responsibility to inspect the fuses and, if necessary, replace a blown fuse.

Changing fluorescent lights

Changing fluorescent lights is the tenant's responsibility. If a fluorescent light stops working, detach the plastic cover and then the fluorescent tube by turning it and pulling it away from the fitting. When you replace the tube, you should also replace the starter. It is housed in a small cylindrical casing. A faulty starter can cause the light to flicker or to not light up at all. The starter is located in the body of the light fitting. The starter can be detached by pressing it lightly and twisting it. If you replace the starter, please be sure to replace it with the right kind of starter.

The fluorescent tube can be replaced by positioning the end of the tube in the gaps on the fitting and turning it by 90 degrees. If the gaps are not aligned, you can try to move them carefully. They do present a danger of electric shock, so you should not touch them carelessly. If you turn the tube too much or too little, it may not work. So if the lamp does not light up after you have replaced it, try rotating it a little. When finished, put the cover back on.

Do not put fluorescent light tubes in mixed waste bins. They must be taken to shops selling SE devices, or to SER collection points or hazardous waste collection point



Fuses

If a fuse blows in your apartment, you will lose power in parts of the apartment. The purpose of a fuse is to protect you from hazards potentially caused by faulty appliances. A fuse may also blow if you overload it. For example, extra heaters can cause it to blow. Overloading the system can cause the electrical wiring to heat up, which in turn could lead to a fire. Electricity can also be restricted, if your home-away switch is in the wrong position, or if the bathroom circuit breaker has tripped.

Replacing the fuse and setting it back to working state is the tenant's responsibility. If you repeatedly blow a fuse, disconnect all appliances and lights from their power sockets and try adding them back one by one. If the problem is not caused by any individual appliance, reconnect all appliances and check if your fuses are too small for the number of devices connected. If you cannot identify the reason why your fuses blow repeatedly, please send a fault report to Stay Sthlm.

Tenants can change the fuses in the fuse box themselves. If you have a fuse box in your apartment, buy a few fuses ahead of time. You can buy fuses in any supermarket.

Instructions for checking and changing a fuse

First, check which fuse has blown. Often the indicator on the end of the fuse will fall off
when the fuse blows. The indicator is normally red. Sometimes, the indicator will not fall
off, and you have to find the blown fuse by testing them.
Turn power off at the main switch in the fuse box.
Check that the protective cover of the fuse is not cracked. If it is cracked, send Stay
Sthlm a fault report mentioning that the cover is cracked. Do not change the fuse
yourself in such cases.
Unscrew the fuse with its protective cover. If the fuse does not come out with the
protective cover, screw the cover back on and try again.
Check the rating of the fuse and replace it with one that has the same rating: Fuse
power rating/ Maximum load / color: 6 A / 1400 W / Green; 10 A / 2300 W / Red; 16 A /
3700 W / Grey; 20 A / 4600 W / Blue
Screw the fuse and the protective cover back on.
Switch power back on from the main switch.
The fuses are usually labelled to show which space or appliance they are for.
Sometimes, especially in older properties, the labels may not be correct. Therefore,
even if the blown fuse is not for the area where power is off, it's still worth trying a new
fuse

Name change on the door

The name list in the hallway is updated by our Sales Team. Please contact them for assistance. In some properties the change has to be done by the building management and this could sometimes take a few days or a few weeks.

Drains & blockage

Bathroom drains and blockage

Tenants are responsible for cleaning the drain traps in the bathroom, and it should be done regularly. A drain trap that needs cleaning will start to smell and water will not drain properly.

You can also submit a fault report if your own efforts do not solve the problem. If that is the case, please mention the solutions you have already tried when you submit your fault report, so that we can pass the information on to the maintenance company as soon as possible.

Place a bucket under the drain trap, as dirty water may leak out of the pipes when you open the drain trap.
Unscrew the cap on the drain trap and make sure you put the seal aside to keep it safe. There are different kinds of drain traps but normally you can open them by rotating the
cap.
Remove any loose dirt from the pipes with a drain snake or with your fingers, if possible
Put the seal back in place and twist the cap back on.
Run some water into the drain and check that the drain trap doesn't leak.
Very old drain traps may be brittle and difficult to open, or they may break when you try
to replace them. Old seals can also crumble when you clean the drain trap. In such
cases, please submit a fault report and describe what happened.

Please note that if the blockage is caused by carelessness you will be charged a service cost of 1 000SEK for the work order.

The drain is not a bin

'The toilet is not a magic black hole when you flush it. Any items that you put in the toilet bowl will end up on a dump, unless it gets stuck in the pipes. In the worst case, blocked pipes can cause the sewage water to rise into your apartment or a neighbour's apartment. Rubbish belongs in the bin, not in the toilet.

Please note that if the blockage is caused by carelessness you will be charged a service cost of 2 000 SEK for the work order or the cost of a flush truck if necessary (starting cost at 10 000 SEK +).

Poring fat in the drain

Fat does not belong in drains. Pouring fat into the drains will clog them over time. Due to the clogging, water cannot drain away like it's supposed to, and may flow back up to the property and, in the worst case, cause serious water damage. Also the fat in the drains offers a five-star dinner to rats.



NOISY NEIGHBOURS

Disturbance complaint

In serious and repeated disturbances, we request that the residents submit a written disturbance complaint. With the written disturbance complaint, the lessor is requested to interfere with the violation of tenancy legislation or the housing company rules and regulations.

In the disturbance complaint, describe the situation in as much detail as possible, specify the apartment that the complaint concerns, and remember to provide your own contact details. It is advisable to prepare the complaint together with a neighbour. We will address all complaints confidentially and never reveal the name of the person who submitted the complaint without a prior permission of that person.

Stay Sthlm recommends that you speak to your noisy neighbour first of all, most of the times they are unaware of the level of noise and will respect your wish for them to calm down.

Quiet hours:

Weekdays: 08:00-22:00 Weekends: 10:00-18:00

When a disturbance complaint is received, the following steps will be taken:

- 1. We contact the involved parties.
- 2. We determine whether the incident requires the lessor to take action.
- 3. Where required, a notification or warning is issued.

Please remember that a warning is a serious request for the party to change their conduct and is only issued on serious grounds. The party that has received a warning has the right to prove that they have changed their conduct.

Contacting the police

You may contact the police at 114 14 if you need assistance. They will guide you on what to do or come by and speak to the neighbours, IF, they believe its necessary.

In an emergency, call 112

In situations that pose a threat to human health or property, contact the rescue services.

WASTE & RECYCLING

Sorting waste

If you recycle correctly, only a small part of your waste ends up at the dump and becomes a burden on the environment. Recycling materials allows us to conserve untouched natural resources. Correct recycling can also lower the cost of waste disposal for your property.

Your actions as a tenant play a significant role in the success of waste sorting. Little effort will bring big results! Below you will find a summary of what to put into which waste container, as well as information on which waste can be recycled.

Waste disposal

Careful waste management has a great importance to the living conditions at the property and proper waste sorting has a great importance to the environment. The Stay Sthlm waste collection bins are emptied at intervals specified in the contract. It is important not to leave any rubbish or trash bags on the floor of waste areas. If there is so much rubbish on the floor that the bins cannot be brought out of the shelter, they will not be emptied. Driver of the waste collection truck is not required to collect rubbish from the floors, only to empty the bins. Food scraps and other rubbish left on the floor will soon attract various visitors, such as rats.

Fill the containers starting from the one furthest away from the entrance and follow sorting guidelines. Please notice that some Stay Sthlm properties have several waste collection areas, which may have different waste containers. If you do not find a suitable waste bin for your waste, check the other waste collection areas on the property. Some of Stay Sthlm' newer properties have a pipe system for waste collection. The hatch is opened with a key fob, which you can collect from the Stay Sthlm office, if you live in a property that has a collection pipe.

Tenants are responsible for disposing of any large waste items, furniture and other items that do not belong in the waste collection shelter. Furniture, problem waste and other items not belonging in the waste collection bins must not be left in the waste collection shelter or anywhere else around the property. Please help us, and the environment, by taking everything you can to waste recycling and disposal stations be reused or sorted correctly!

Any food scraps left in the sink should be mopped up with kitchen paper and put in the biodegradable waste bin instead of forcing them down the drain.

CONTACT

Contact

Service requests: www.staysthlm.com/contact

Please contact our Housing Service, Sales Team or Finance department by filling out the form on the website. This ensures fast and easy handling of your service request. Our team will contact you as soon as possible.

If you need to reach us quickly please call +46 8 410 337 80

Opening hours

Phone

Weekdays 9 am-4 pm

Please note that all service requests will only be handled through a submitted form from the website.

Email / service submission online

Weekdays 9 am - 5 pm

Evenings, public holiday's and weekends

Outside of office hours you can call +46 8 410 337 80 in case you need urgent help.

Loss of WiFi connectivity, temporary electrical shortage or replacement of items nor a broken oven is not considered an urgency. We will assist you first thing next coming workday.

In case of water leak call us directly.

Please read through our FAQ <u>www.staysthlm.com/FAQ</u> or the tenant portal www.staysthlm.com/login first and try to solve the issue yourself.



EMERGENCY

Emergency

Fire / Medical / Ongoing crime call 112
Police / filing a report 114 14 or police.se
Medical advice call 1177 or 1177.se (please note that you need a BankId identification app
in your mobile phone to get personal assistance.

Medical facilities & Hospitals

When you, or someone in your family, become ill, healthcare is always available near you. Närakuterna, for instance, deals with injuries and illnesses that previously required a visit to a hospital's A&E department. But there are many different ways to get healthcare. Here, you can read more about what healthcare options are available and where to get help.

Medical advice at 1177 Vårdguiden

You can call 1177 and speak to a nurse, who will be able to give you advice about illnesses and health. Sometimes, the nurse may say that you can treat your condition on your own. The nurse will also be able to help you find the healthcare that you need. You can read more in Swedish here.

Vårdcentralen

Vårdcentralen is the healthcare clinic closest to you when you need to see a doctor or nurse. In Stockholm County, there are over 200 vårdcentraler with medical specialists in common illnesses.

You ca	n go to the vårdcentral if you, for example, have:
	a high fever
	a urinary tract infection
	minor wounds
	a skin rash or skin infection

Common opening hours: Monday-Friday 8am-5pm. Find your closest Vårdcentral on 1177.se

Husläkarjouren

Husläkarjouren is a vårdcentral that is open evenings and weekends. Here, you can receive medical care that requires attention before your local vårdcentral opens. There are 13 husläkarjourer available, and you are welcome to visit any of them. Husläkarjourerna will admit children over the age of 6 months.

Common opening hours: Monday-Friday 5pm-10pm, Saturday-Sunday 8am-10pm

Home visits by on-call doctors (Jourläkarbilar)

Jourläkarbilarna are available evenings, nights and weekends for those who require urgent care but have difficulty in getting to a clinic. Call 1177 to speak to a nurse, who may mediate whether you require a home visit from an on-call doctor.

BUMM - medicine clinics for children

Clinics for children and young people are called BUMM. Here, there are paediatricians and paediatric nurses. Children aged 0–1 years can be seen by a paediatrician on the same day that the appointment is made. There are 40 BUMM clinics in the county.

Common opening hours: Monday-Friday 8am-5pm

Närakuter

Närakuten is for injuries and illnesses that require immediate care. You can receive ambulance transport to närakuten, or come on your own. Here, you can receive care for many of the injuries and illnesses that were previously treated at a hospital's A&E department.

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You can go to närakuten if you or your child, for example, have: stomach pain an acute allergic reaction severe wounds concussion If you think you may have broken your arm or leg. If you think you may have a blood clot in your leg.			
All närakuter have: X-ray equipment and laboratories for samples. Specially trained staff who are able to care for children, adults and the elderly.			
Närakuterna admit children from the age of 0 years. Common opening hours: every day 8am-10pm			
Emergency departments at the hospital (akutmottagning) Akutmottagningar in hospitals are for adults with very serious illnesses and injuries. Akutmottagningen is open 24 hours a day.			
You can go to akutmottagningen if you, for example, have: chest pain breathing problems head injuries broken leg / arm			
At akutmottagningen, the most seriously ill people are given priority. You may have to wait			

longer if your condition is less serious. Sometimes, you may be sent to another clinic if you can receive better care there.

A&E departments in Stockholm County				
	Danderyds sjukhus Karolinska Universitetssjukhuset Huddinge Norrtälje sjukhus S:t Görans sjukhus Södersjukhuset Södertälje sjukhus			
Always	s call 112 if you believe the condition to be life-threatening.			
Children's emergency room (barnakut) at the hospital Barnakuterna in hospitals are for children and young people aged 0–17 years, who have a serious illness and require immediate care.				
Children can go to barnakuten if they, for example, have:				
	breathing problems cramps			
Barnakuter in Stockholm County				
	Sachsska barn- och ungdomssjukhuset in Södermalm Astrid Lindgrens barnsjukhus in Solna			

Astrid Lindgrens barnsjukhus in Huddinge
 Call 1177 before you go to a barnakut.