

HELLO!




THIS IS WHAT YOU NEED TO KNOW ABOUT LIVING IN STÅNGÅSTADEN

— so that living with us will be easy and pleasant.
Simply making things convenient for all.



MOVING IN

- **When it is time to move in** to your new apartment you will need to collect the keys at Bobutiken (the Housing Office) on Repslagaregatan 31. You can do this from 12 o'clock on the day your contract takes effect. Remember to bring a valid form of identification.
 - Keep in mind that you will need home insurance when you move in. Phone us on 013-20 85 00 and we can give you more information.
-  Watch a short film about collecting/returning keys at stangastaden.se/filmer



MOVING OUT

- **If you are planning to move out**, you must terminate your apartment contract at least 3 calendar months before you move. You must terminate your contract in writing by sending a letter to Stångåstaden, or by visiting one of our offices or our website. For example, if you want to move out on May 1st, we must have received notification of your termination by January 31st at the latest.
- When you have terminated your apartment contract, the new tenant can view the apartment. You must consent to showing your apartment, or allow Stångåstaden to do so.
- **When you move out** you must return your keys. You can return your keys to Bobutiken (the Housing Office) on Repslagaregatan 31, by 12 o'clock at the latest, on the first weekday of the month.
- Before moving out, you should carefully clean the apartment and storage area. If you do not clean your apartment properly, you may have to reimburse Stångåstaden for the cleaning costs.

If you would like us to come and inspect your cleaning, you can book a cleaning inspection before moving out. Phone and book in advance on 013-20 85 00.



- **SUGGESTIONS!** On the right you will find a list of everything you need to do when you move out and what to clean in order to pass the inspection.
- Would you like to sublet your apartment, transfer it or switch apartments with someone else? You must always have permission from Stångåstaden to do this. Phone us on 013-20 85 00 for more information.



REPORTING FAULTS

- **If a fault occurs** or the apartment is damaged, you should report it immediately to Stångåstaden's customer service. You can do so on our website at **stangastaden.se** or phone 013-10 02 84 Monday-Friday between 07.00 and 17.00. Does the fault or damage require immediate attention? Phone Stångåstaden's emergency number, 013-14 84 44, Monday-Friday after 17.00 and on weekends. Remember that you should only call the emergency number if the fault must be repaired immediately, for example if there is a water leak.



PESTS

- Have you seen any cockroaches, bed bugs, rats or mice in your home? Notify us immediately! Do not feed birds from your balcony, patio or window. The food residue may attract rats and birds.



Watch a short film about household pests at **stangastaden.se/filmer**



FIRE

- **There is a smoke detector on the ceiling in your home.** Do not remove it. It is important that it remains in place. Has it started beeping? Report the fault at **stangastaden.se** or phone 013-10 02 84, and you will receive a new smoke detector free of charge.

Check list – Preparations

- Report your change of address and arrange to have your mail redirected
- Transfer your electricity
- Transfer your phone and internet
- Remove any carpets
- Check for and repair any small faults
- Put back any equipment that you removed



Check list – Cleaning

Kitchen

- Ceiling and walls
- Window frames, window panes and window sills
- Radiators
- Air vents
- Light fittings
- Sockets
- Cooker hood and filter
- Behind and under the cooker, as well as the exterior
- Oven, warming drawer, baking trays and racks
- Pantry
- Kitchen cupboards and drawers, interiors and exteriors
- Spice rack
- Fridge, cooler and freezer, including shelves
- Cleaning cupboard
- Doors and door frames
- Countertops and chopping board
- Sink unit and sink
- Floor and skirting boards

Room

- Window frames, windows panes and window sills
- Radiators, including behind the radiators
- Sockets
- Air vents
- Wardrobes and cleaning cupboards
- Ceilings and walls
- Doors and door frames
- Floors, skirting boards and door sills

Bathroom and laundry room

- Ceilings and walls
- Light fittings
- Bathroom cabinet and mirror
- Air vents
- Bath (including underneath and behind the front panel)
- Toilet (including behind the toilet)
- Sink including underneath
- Taps, mixer taps and drains
- Doors, door frames and skirting boards
- Floors
- Floor drain
- Drying cupboard, if applicable
- Sink, if applicable
- Washing machine, if applicable
- Tumble dryer, if applicable

Other areas

- Storage area
- Garage, if applicable
- Balcony/patio, if applicable





1. Clean the cooker hood



2. Use washing-up liquid



3. Wipe clean



4. Do not forget the filter



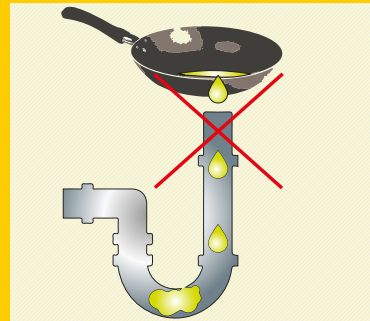
Do not leave things in the stairwell.




Sort your refuse.



Do not pour cooking oil down the drain. It will block the pipes.



- Turn off kitchen equipment like coffee makers and kettles when you are finished using them. Disconnect any mobile phone charger, laptop or tablet from the wall socket when the device is fully charged. This reduces the risk of fire.
- Clean the filter in the cooker hood regularly. Oil from cooking accumulates there and may start a fire. Use regular washing-up liquid when you clean. Has an oil fire started? Extinguish the fire by smothering it, do not use water.
- Do not install your own power sockets at home. Do not put a fridge/freezer on the balcony or in the storage area.
-  Watch a short film about how to reduce the risk of fire at stangastaden.se/filmer
- **The stairwell** must be kept clear of toys, bicycles, prams, advertising material or such like. These items can be dangerous if a fire occurs, or if ambulance personnel need to access/exit the premises.
- **The storage area and the garage** may not be used for storing flammable items nor can electrical equipment be left plugged in. The garage may only house your car, as well as four extra tyres and a small container of petrol. The garage may not be used as additional storage space for your apartment. If you have a central garage, you are not permitted to store anything other than your car there.



REFUSE

- **It is important that you sort your refuse.** Do not dispose of it all in the same refuse bag. Sort your refuse into paper, glass, plastic, metal and batteries and put it in the correct refuse container. Put waste food in the green bags and dispose of it in the regular refuse container. Any excess waste should be thrown in the regular refuse container.
- **Have you been cooking with cooking oil** Never pour oil down the drain, and do not put it directly into the refuse bin. If there is a small amount of oil: wipe the frying pan with kitchen paper and throw it in the household refuse. If there is a larger quantity of oil: pour the oil into a sealable container. Throw the container into a regular refuse bag.
- Green bags can be found in the recycling room with the electrical waste.



Watch a short film about how to sort your refuse at stangastaden.se/filmer



NEIGHBOURS

- **Show consideration for your neighbours**, for example, when you are using power tools or playing music. Show consideration at all times, day and night. Do not smoke in the lift, stairwell, laundry room, basement or attic. Smoking on the balcony can also be disruptive for your neighbours. Cigarette butts should be put in an ashtray or a can. Only electric grills are permitted when barbecuing on the balcony.
- Do you have any questions or comments regarding the above? Contact Stångåstaden on 013-20 85 00. On weekdays after 17.00 and at weekends, you can call Stångåstaden's emergency number, 013-14 84 44, for assistance.
- **You must tidy and clean the laundry room** when you are finished. There are signs in the laundry room listing what needs to be cleaned and how it should be carried out.



Watch a short film about how to keep the laundry room clean and tidy at stangastaden.se/filmer



PATIO AND BALCONY

- Do you have flowers in flower boxes on your balcony? Hang them on the inside of the balcony. When you water your flowers, do not let the water run down onto your neighbour's balcony.
- Do you want to put up a satellite dish? Phone Stångåstaden on 013-20 85 00.
- You must maintain your patio or balcony. Make sure to buy the necessary equipment for maintaining it.
- If you maintain your patio or balcony regularly, it will not be so much work each time.



Watch a short film that shows you how to make your patio or balcony look nice at stangastaden.se/filmer





Wipe off dust with a damp cloth.



Wipe off dust with a damp cloth.

The window vents should be open.



1. Clean the floor drain



2.



3.



4.



TRANSFORM YOUR HOME

- Do you want to repaint, wallpaper or make other changes to your apartment? Contact Stångastaden on 013-20 85 00 and we will inform you about the applicable regulations.



TAKING CARE OF YOUR HOME


- Do not drill holes in the tiles, as this can cause damage to your home. You can clean painted walls with a damp cloth. Protect the walls from damage and grease stains.
- Clean the floor with a damp cloth and mild detergent. Do not use bleach.
- Clean the bathroom floor with a damp cloth and mild detergent. Do not rinse the floor with the shower hose. The excess water could damage the floor. Use a shower curtain.
- Clean the inside of the fridge and the drainage hole periodically. Defrost the freezer regularly by switching it off and leaving the door open. Do not try to remove the ice by hacking it. While the ice is melting, collect the water in a container so that it does not leak onto the floor.
- An apartment usually has one cooker hood and several air vents. Keep the air vents and the filter in the cooker hood clean and free from dust and dirt.
- Do not flush anything other than toilet paper down the toilet. Otherwise the drain will become blocked. Clean the floor drain at regular intervals.



Watch a short film about how to take care of your home at stangastaden.se/filmer



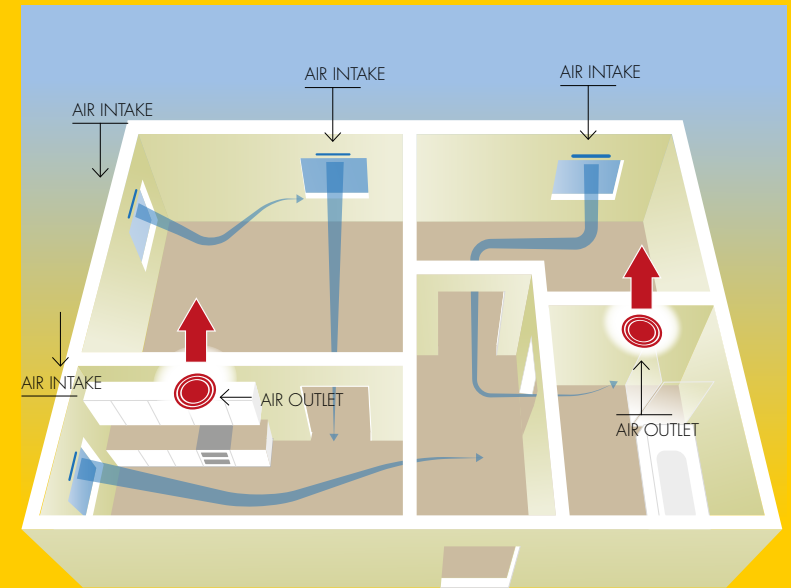
THE AIR QUALITY IN YOUR HOME

- To ensure good air quality and a comfortable temperature in your home, the air vents should always be open and clean. If you close them the temperature in the apartment will fall. Do you want to open the window to air your apartment? Open the window fully and do not have it open for too long. Avoid placing furniture or hanging heavy curtains in front of the radiators.
-  Watch a short film about your indoor environment at stangastaden.se/filmer



ENERGY TIPS

- Contact us about dripping taps and leaking toilets. Over 1,000 litres of water can be lost each day from a leaking toilet. That corresponds to almost seven bathtubs full of water.
- Do not place large items of furniture or heavy curtains in front of the radiators, as this prevents the heat from dispersing throughout the room. For example, place the sofa 10-20 cm from the radiator to allow the heat to disperse.
- Use an extension block with a switch if you have a TV, DVD, etc. Everything can be turned off with the press of a button, enabling you to save electricity and reducing the risk of fire.
- When you do your laundry, make sure the washing machine is full. It requires just as much energy to wash a single sweater as it does a full machine. Do not use too much washing detergent as it can damage your clothes. Follow the dosage instructions printed on the box of detergent.
- Check the weather strips around the windows and doors. Contact Stångåstaden if they are worn out or missing.
- Other good ways of saving energy include switching off the lights when you leave a room or when you go out, not washing dishes under running water and using mild detergents when cleaning (regular detergent is sufficient in most instances).



If the air vents in your apartment are open and clean, the air is replaced every two hours.



Extension block with a switch.

AND ONE MORE THING...

The Housing Act contains rules that tenants and landlords must follow. Ask us if you would like to know more!



stangastaden.se