**TENANT INFORMATION**

**Waste and waste sorting**Sort your waste so that the right things end up in the right bins (obligation under Swedish law).

Household waste should be placed in the garbage cabinet in well-tied garbage bags, a maximum of about 30 liters.
Food waste is placed in paper bags in a special container for food waste.

*It is not allowed to place any kind of garbage, cardboard boxes or other bulky waste outside the garbage bins, in the yard, attic or basement.* It attracts rats, seagulls and pests and can pose a danger to life in the event of a fire.

Keep in mind that the garbage collectors must be able to transport the waste away without injuring themselves. Smaller objects that can cause cuts or puncture injuries, e.g. broken glass, glass jars, nails or needles, must be placed in a rigid protective cover before the objects are placed in a bag or package. Corrosive substances or substances that can cause ignition must not be placed in household waste. Waste regarded as hazardous waste, batteries, bulky waste or that according to law must be sorted as recycling may not be left among household waste. Objects of such weight or other nature may not be placed in the waste bin that damage or other inconvenience may occur.

Where it is not possible to sort waste in the property, we refer to the public recycling stations, recycling stations and recycling centers. See your municipality's website.

**Airbnb**Wedo not allow rentals similar to holiday or hotel accommodation. For example, we do not allow Airbnb, holiday exchange or lending the apartment to relatives/friends. You risk being dismissed for moving out if you rent out or lend your apartment without permission.

**Subletting**To sublet your apartment, you must have a noteworthy reason and apply for and obtain a written permission from us. The same rules also apply if you want to lend out the apartment. If you do not have a written permit, you can be dismissed for moving out, i.e. lose your tenancy.

**Balconies**The balconies of the stairwells are for all tenants. It is not allowed to store your things on or furnish the balconies. Never leave furniture, clothes, flowers or the like on the balcony. It is not allowed to set up the balcony door unattended.

**Balconies belonging to the apartment**It is the responsibility of the residents to keep the balcony free of snow and ice.

**Child safety**As a parent, you are responsible for ensuring that the apartment is childproof. An apartment can be childproofed with simple means, such as child locks on the stove, cupboards, drawers and windows. To prevent accidents, children are not allowed to stay in the property's public areas, use the elevator, or be on a balcony or yard without an adult's company.

**Strollers**Strollers must not be placed in gates or stairwells for fire safety reasons, even for a short time. You can store it in the bike room, in your storage room or in the apartment if you protect the hallway floor. Contact us to discuss what the conditions are. If the pram is placed in other public areas, it may be grounds for termination of the contract as it constitutes a serious obstacle to evacuation in the event of a fire, i.e. causing danger to others and also to yourself.

**Flower boxes on the balcony**They should be facing inwards as they can fall down and injure someone. Be careful when watering your flowers, so that the water stays in the pots and does not run down onto the neighbour’s balcony. They must also not be placed in such a way that it damages the façade.

**Fire**Call SOS Alarm on number 112 if a fire starts. Download [the SOS Alarm app](https://www.sosalarm.se/) and the SOS operator can see your location.

**Fire safety**Bicycles, bulky waste, doormats, newspaper bags, trolleys and the like must not be placed in gates, stairwells, on airing balconies, in attics or basement passages. The fire brigade requires clear escape routes and no flammable objects in public areas. Car tires may not be stored within the property.

See further information at Myndigheten för samhällsskydd och beredskap ([MSB](http://www.msb.se/sv/rad-till-privatpersoner/brandsakerhet/brandsakerhet-i-hemmet/)), Storstockholms brandförsvar och [Fastighetsägarna](https://www.fastighetsagarna.se/globalassets/broschyrer-och-faktablad/boendeinformation/brandskydd_for_boende-skydda_dig_mot_brand_210211.pdf?bustCache=1733936860033).

**Smoke detectors**All apartments must be equipped with smoke detectors. It is your responsibility as a tenant to check the operation of the smoke alarm and replace the battery. If it breaks, contact the property manager for replacement. We recommend that you also have a fire extinguisher and a fire blanket in the apartment. The smoke alarm must be left in the apartment when moving.

**Exchange of apartment**If you want to exchange your apartment, you need to apply and get our approval. When applying for a change of apartment, there must be noteworthy reasons, and it must be a change of permanent residence. The proposed tenant must be accepted as a new tenant with us. Exchanges for detached houses and condominiums are not permitted.

**Bicycles**Bicycles that are used regularly are placed in outdoor bicycle racks or in bicycle rooms. Bicycles should not be carried up to the apartment, as the walls of the stairwell may be damaged. Do not lean the bike against the façade and be careful of carpentry and painted surfaces when taking the bike through the house to the yard or bike room. Bicycles may not be parked for a long time in bicycle racks outside the property but must then be stored in the bicycle room. We regularly clean out forgotten/abandoned bikes. For e-bikes, see also below.

**Dimmers**The tenant is responsible for servicing, replacing and maintaining installed dimmers.

**Tires**Tires must not be stored in the property, not even in your own locked storage room, as they pose a great danger in the event of a fire.

**Electricity**As a tenant, you sign up for a subscription for household electricity, for the variable part with the supplier of your choice.

**Electric and hybrid cars and electric bicycles**It is not allowed to charge batteries for bicycles, cars or other things on the property's electricity. Batteries for electric bikes are charged in your own apartment but must be done under supervision. Never charge at night and not in the hallway, there is a risk that you will not be able to get out if a fire starts. See [MSB's advice](https://www.msb.se/sv/rad-till-privatpersoner/brandsakerhet/brandsakerhet-i-hemmet/ladda-och-hantera-dina-batterier-sakert/).

**Entrances**You are not allowed to place objects, prams or bicycles in front of entrances and stairwells as there are escape routes. Always make sure that the door is closed so that unauthorized persons cannot sneak in. In winter, brush and sand are easily accessible to everyone near the gate/yard. Feel free to use these if we have not had time to shovel to avoid damage or that the door gets stuck due to gravel.

**Fixed interior**

Itis not permitted to change the fixed interior in the apartment without written permission. It is not allowed to rebuild the kitchen and bathroom yourself or replace appliances that belong to the property.

**Fault reports**Fault reports should be emailed to karin@odin.se
In case of fault reports that require immediate action, call during daytime weekdays 070-992 65 22

At other times call BK Fastighetsservice 08-714 82 10

Call 112 if there is an emergency.

**Disturbing noise**
After 22.00 you are not allowed to play music loudly or make noise in the apartment or stairwell. Keep in mind that tenants have different times for rest and work, and everyone has the right to peace and quiet in their homes. If you are going to celebrate something special and think it may disturb, you should inform your neighbours about it well in advance. It is you as a tenant who is responsible for your guests' behaviour. If you are disturbed yourself, you should first contact your neighbour. If it's a messy party, the police should be called. Call 114 14 or 112. Normal resident noises that are not considered disturbing occur in apartment buildings, it can also apply to sounds from pets and children, dinner guests and TV/music sound until midnight. Also remember to close the elevator and apartment door carefully.

**Move-out cleaning**The apartment must be well cleaned and emptied when moving out. Don't forget the balcony, storage room and bicycle storage. We inspect the apartment to approve the cleaning and see that no damage has occurred. You are obliged to fix drilled holes, damaged walls, restore walls to neutral colour and replace fixed furnishings that have been damaged. Appliances must be left intact and cleaned any filters and damaged furnishings must be replaced by new ones ordered in the white goods trade. Cracked porcelain, e.g. sink, must be replaced.

**Fan**Carbon filter should be replaced and grease filter cleaned regularly, once or twice a year. When it starts to smell cooking fumes, it's usually time. It is your responsibility as a tenant to ensure that this is done. This should always be done before you move out of your apartment. Spare parts and accessories are available for purchase in the white goods store, also online for example. [barafilter.se](https://barafilter.se/).

**Skatteverket (Swedish Tax Agency)**
Whenyou move, you must submit a notification of move to the Skatteverket so that you are registered at the correct address and so that your mail goes there.   Your apartment number for the registration can be found on the portfolio next to your name and on the contract. By law, the population register must be reported within one week of moving.

**Storage**

For most apartments, there is a storage room either in the attic or in the basement, as stated in the rental contract. Always put a proper lock on your storage unit, even if you are not using it, and do not store any valuables there. Flammable substances must not be stored in the space, e.g. flammable liquids, tires, batteries/charging equipment.

**Barbecue**Grilling on the balcony is not allowed. Barbecuing in the yard is allowed if you do not disturb neighbours and are careful to clean up and make sure to handle coal/fire in a responsible way. Do not leave the grill near the façade.

**Bulky waste**

You are responsible for the removal of your bulky waste and environmentally hazardous waste from the property. You are also responsible for ensuring that the bulky waste is stored (e.g. in your own attic or basement space) until removal. Bulky waste must never be placed in the yard, in the stairwell, gate or other common areas of the house, even for a short period of time. If you cannot go to a recycling station/central yourself, you can order bulky waste collection from one of the city's/municipality's contractors (see the respective municipality's website), TipTapp or similar at your own expense.

**Home insurance**Home insurance is mandatory to have in place and valid from the day you move in. If an accident occurs, you will not receive compensation if you do not have home insurance in place. A home insurance covers fire, water damage and theft, among other things.

**Elevator**Faults in the elevator must be reported directly to the elevator company, Hissen 08-618 48 48 or email info@hissen.se First, check if the stop was caused by, for example, a gate being open. Remember to always send the elevator down from the floor – a simple check that it works. In the event of a fault in the lift, repairs normally begin the next working day. Emergency calls are only made if someone is stuck inside the elevator and incorrect fault reports can be charged to the caller. Also remember to close the elevator door quietly and carefully.

**Pets**Dogs, cats and guinea pigs are allowed. Animals that are dangerous, poisonous or harmful are not allowed in our properties.  As a pet owner, you must take a lot of responsibility and show consideration for your neighbours, who can be both scared and allergic. Dogs and cats must always be on a leash when they are in common areas, indoors and outdoors, and be in the company of their owner. Keep in mind that dogs can bark a lot if left alone at home and disturb if they run around the apartment.

No pets are allowed in the laundry room. The laundry room must be left well cleaned and free of pet hair after the end of the laundry session out of consideration for allergy sufferers. Dog and cat blankets and the like must not be washed in the laundry room as the machines will be damaged. You are responsible and may be liable for damages for leaking aquarium or damage caused by your pets to the apartment and its surfaces. Of course, it is not allowed to walk your animals in the courtyard or at the gate/façade.

Cat litter must not be flushed down the toilet as it transforms into a concrete-like mass that causes severe blockages. Cat stairs or animal flaps are not allowed.

**The rent**According to your rental agreement, the rent must be paid in advance and be received by us no later than the last weekday of each month. It is important that you always pay the rent on time, otherwise you risk losing your contract. If you have lost your rental notice, you should contact us.

**Interior doors**If you remove interior doors in the apartment, they must be handled carefully so that they can be put back without being damaged. They should be stored in your storage unit and marked in pencil where they belong.

**Tiles, tile joints**Tile joints sometimes become discoloured and harmless black mould can grow in the shower. You remove it by brushing with detergent and a dish brush.

**Contact information**Let us know when you change your phone number or email address so that we can get in touch with you both during the day and in the evening. Always let us know in the event of a longer period of absence, more than two weeks, about who has the keys and looks at the apartment. Keep in mind that you must have permission to let someone live in the apartment when you are away.

**The contract**Your copy of the rental contract is a valuable document, take care of it and keep it in a safe place.

**Fridge and freezer**You need to look after your fridge and make sure that the drain on the back wall is working properly. Clean carefully so that food does not get stuck in the drain hole. Defrost the freezer if there is icing, put a bowl with some newspapers or a towel underneath to collect the water and protect the floor. Never use sharp tools to remove ice. If interior details break, you should order new ones from the appliance store. Regularly clean the rubber strips so that they maintain good insulation.

**Lock**Take care of your lock by cleaning it with ASSA lock spray, available from locksmiths. If you lock yourself out, it is good to have an extra key at a friend or relative's house. Let us know who your contact person is if something unforeseen happens, for example if you are away. The landlord is responsible for ensuring that the residential apartment is equipped with a well-functioning lock. Other locks, such as tumbler locks, are the tenant's responsibility. In premises, locks are the tenant's responsibility as insurance companies have different requirements for operations.

**Apartment number**The four-digit official apartment number that Skatteverket (Swedish Tax Agency) needs for population registration can be found next to the names on the portfolio and on the contract.

**Awnings and satellite dishes**It´s not allowedto put up awnings or satellite dishes on the property or balconies at all.

**Carpets/blankets**Shaking or whipping carpets or bed linen is not allowed from windows or balconies out of consideration for surrounding residents. Carpets must not be washed in the washing machines of the house as they are not intended for rough washing.

**Painting and wallpapering**We paint and wallpaper at reasonable intervals according to the tenant's wishes. You have the right to paint and wallpaper your apartment at your own expense after consultation with the landlord if this is done in a professional manner. Remember to choose colours and wallpaper that are not extreme. Then you may be obliged to restore the apartment when you move if it is not carried out in an acceptable way.

**Name plate**The name plate must be in the intended place, see other doors in the house. Any other signs are taped to the name badge or mailbox. It is not allowed to tape or nail on the painted or lacquered surfaces of the doors. It is also not allowed to put larger or more metal signs on the door.

 **Blinds**Blinds are the property of the tenant. Maintenance and repairs are handled and paid for yourself, even if they are left behind by a previous tenant.

**Smoking**Smokingbans, including e-cigarettes, apply in the public areas of the building. Smoking is prohibited in the apartments because the smoke disturbs neighbours and destroys surfaces. You can be financially responsible for restoring a nicotine-damaged apartment. Cigarette butts must not be thrown out of windows/balconies, left in the yard or entrance doors. Smoking is only allowed in certain parts of the yard if you take the cigarette butts with you and smoke at a reasonable distance from gates and windows. Smoking is also prohibited on the street side, where you must remember to keep a proper distance to gates and windows so that smoke cannot find its way back into the house.

**Pests and vermin**If you discover vermin or pests, you are obliged to report it according to the Tenancy Act. We have an agreement with Anticimex that you contact if you have problems with pests. Call Anticimex 075-245 10 00 and state your name and address. On [Anticimex's](https://www.anticimex.com/sv-SE/)  website you can identify pests and get information about what you can do yourself.

**Floor drain in bathrooms**Floor drains in bathrooms should be cleaned several times a year of hair and other dirt. This is carried out by the tenant. Make sure to press down on the water trap firmly so that it closes tightly when it is repositioned. Contact the landlord if you need instructions on how to do this. Sewer blockages must be reported to the landlord immediately.

**Blockage in sewer**Blockage in sewer must be reported to the property manager as soon as possible. Normally, you can clean e.g. floor drains from hairs etc. Cleaning may only be done by hand or with a drain cleaner (so-called suction cup). Water traps and major blockages are cleared by the property manager. Chemical agents such as caustic soda are forbidden to use because they damage the pipes.

Cat litter, rags, swabs, cotton, tampons, wipes, washcloths, kitchen towels, snuff and the like cause major problems and blockages in the drain and should therefore be thrown in the household garbage. Nor may fat, cooking oil or the like be poured down the drain or sink, it must also be disposed of in the household garbage or at the Environmental Station.

**Toilet**A good rule of thumb for what you can flush down the toilet is PPP, i.e. Pee, Poo and Paper. Nothing else must be flushed down.

**Stairwells**It is forbidden to store prams, sledges, bicycles, etc. in the stairwell and entrances. The reasons for this are primarily that the stairwell is an escape route in the event of a fire and that ambulance personnel must be able to get through. Another reason for leaving the stairwell free of objects is that the stair cleaning that takes place every week should be carried out in an efficient way. Doormats and shoes are placed inside the apartment door, not in the stairwell where it makes cleaning difficult and is flammable.

**The laundry room**Read through and follow the instructions posted in the laundry room. Keep it clean and tidy for everyone's comfort. Unfortunately, downtime and damage to the machines occur because hard objects (e.g. underwires, coins) get stuck. Get into the habit of going through the garments before putting them in the machine. Please note that underwired bras, pet beds and carpets must not be washed in the machines.

**Termination**The notice period is three months and is counted from the end of the month after we have received the notice. You must terminate your contract in writing and send to karin@odin.se State your name, address, apartment number and date of moving out as well as date and signature. You will receive a confirmation that we have received your cancellation.

**Water**Water is included in the rent. Never leave a running tap and always report a dripping tap or toilet for the sake of the environment, in a day several liters can drip. Dishwashers should always be left with the tap closed when not in use and must be on a flood guard.

**Water damage**Notify us as soon as you suspect that a leak has occurred. For example, it can be moisture under the sink, moisture in the ceiling from the attic or apartment above, dripping taps or running toilets. Always be careful when washing dishes by hand so that counters and kitchen doors are not damaged by water. This also applies in the bathroom, be careful of anything that cannot withstand water, it can be thresholds, wooden strips, washbasin chests or the floor outside the bathroom. You should always leave the door slightly ajar so that the bathroom is moistened after showering.

Also, do not have flowerpots on the floor with clay saucers, as they let moisture through and can damage the floor. You may be liable for negligence in the event of water damage.

**Ventilation (Strindbergsgatan 43 and Bokbindarvägen 49 have mechanical exhaust air = fan)**The house has natural draught, which is regulated with valves for supply air in windows and exhaust air in exhaust ducts.  The supply air also comes via e.g. door and window gaps. It is important that the air is allowed to circulate for a healthy indoor climate. Exhaust ducts run in chimneys and exhaust air vents are normally located at the top of the ceiling a little further into the room. The valve can be adjusted to ensure that the air flow is optimal for the season. It is the exhaust air that controls the flow of the circulating air.

When it's hot outside, the air circulates slowly, when it's cold so quickly that it can sometimes cool the apartment down a couple of degrees. In cold weather, you only need a small opening for the air to pass through. You can close some of the vents completely to get the heat up but always have the ones in the kitchen and bathroom open. It is important that you open the exhaust air vents as soon as it gets warmer outside, otherwise you can disturb the system throughout the house.

Dampers for fireplaces suck out large amounts of heated air and must be kept closed when you are not lighting a fire.

In kitchens and bathrooms, exhaust air vents should always be open, the gap can be regulated if necessary.

Supply air vents should be closed in the kitchen, to avoid cooking fumes being drawn into the rest of the apartment.

In bathrooms, you can close supply air vents (when available) if you feel that there is a cold draft and if the bathroom door has ventilation holes or is left ajar. You should always leave the door slightly ajar so that the room is easily moistened out after showering to avoid mold.

If you close the supply air but not the exhaust air, the air flow is compensated by taking air from other apartments and stairwells, which means that you can get cooking odors, smoke smell and more to you. Therefore, always regulate the exhaust air first.

When airing – air out thoroughly and quickly. Turn off the radiator under the window you open, otherwise it will work at full power completely unnecessarily. Turn the radiator back on when the window closes.

**Heating**Heating is included in the rent unless otherwise stated in the contract. You can lower the heat using the knobs on the radiator. Make sure that the radiator is not obscured by furniture, curtains or radiator covers to get the right temperature throughout the room. Lower the heat if it is too hot, instead of airing. Always turn off the radiator if you open the window even when it is cold outside. If you are airing, air out thoroughly and briefly.

The indoor temperature should be about 20 degrees. In the event of rapid weather changes, it may take some time for the system to regulate the heat. Measure the temperature with a digital thermometer in the middle of the room one meter from the floor. A thermometer should never be placed in a window or on a cold wall.

**Fireplace/tiled stove**
You may only use dry birch wood when lighting a fire. Remember to open the damper and start with a small fire so that the chimney pipe heats up, then the risk of smoke getting in is reduced. You may not burn paper, cardboard or the like. Make sure there is a good air supply when you make a fire, open the window immediately if smoke starts to come in. Do not light a fire when there is fog or inversion, that is, when the air settles like a lid over the area where you live.

You must always ensure that the fire cannot spread into the room by having a spark grate.

Never leave the fire if you go outside or go to bed. Allow the ashes to cool at least 48 hours before removing and discarding.

Remember to keep the damper closed when you are not lighting a fire and it is cold outside. The heated air in the apartment will quickly disappear up the chimney if it is fully open during the winter months and the apartment's indoor temperature will drop several degrees.

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