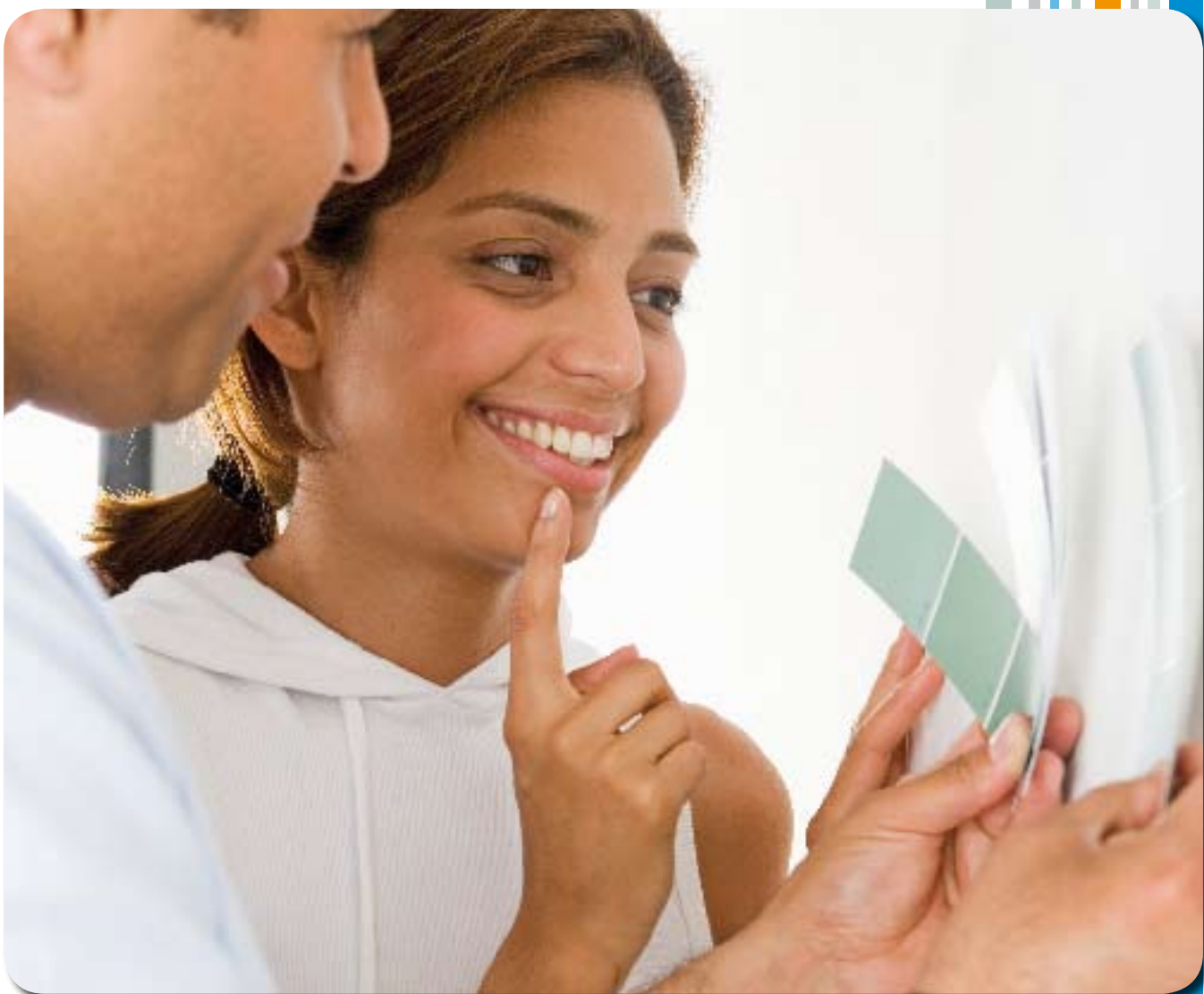


Good student living

A compact ABC guide for our student tenants



From A to Z

The daily contact between landlord and tenant is based on regulations stated in the rental contract and in rental law, but there are many other written and unwritten rules as well. This compact brochure is intended as a guide to enjoyable and problem-free living. News and facts are always available on our website - www.huge.se

Apartment number

Your apartment has a number on a door and in the contract. We appreciate if you quote this number when making contact with us.



Broadband / Cable TV / Internet

Our apartments receive cable TV and you have the possibility to connect to broadband. Basic TV package is included in the rent.

TV license and any broadband subscription are to be paid separately by the tenant.

For TV license issues call Radiotjänst i Kiruna AB, phone 020-91 00 00

Bredbandsbolaget	phone 0770-777 000	www.bredbandsbolaget.se
Com Hem	phone 0771-55 00 00	www.comhem.se

Cleaning

The tenant is responsible for cleaning the apartment. The tenants of respective corridors are collectively responsible for cleaning the corridors and communal kitchens. All tenants are responsible for cleaning the laundry room after use.

General problems

If you have problems with your apartment or in communal areas of the property, please call the Problem Reporting Line on phone 08-535 320 10.

Information

The corporate newspaper Värden will be delivered to you and the latest news is always posted on www.huge.se. Local information comes in form of messages in the entrance or directly through your letter box. Huge also regularly send out information together with the rental invoice.

Insurance

The contract holder is always responsible for what happens in the apartment.

In case of an accident you may have to pay compensation for any damages. The only way to cover yourself for these costs is to have your own home insurance which you must obtain yourself. Contact your local area office for more information.

Key tube

If you have reported a problem or ordered work in your apartment and are unable to be present when the personnel comes by, please leave your door key in the key tube on your front door. Be aware that large key rings may get stuck in the tube.



Laundry

The rent includes access to a communal laundry room. Advice and instructions for booking and usage are posted in the room. The fundamental rule is to leave the laundry room in the state that you yourself would expect to find it when you use it. In order to avoid discontent and irritation it is important to show consideration and respect when using the laundry room. Time booking is usually done by using a booking lock, but other methods also exist. It is usually necessary to make a small deposit to get keys, locks and so on. Contact your local area office for more information.

Local area offices

The running of our properties is done from our local area offices. The student accommodation is run from the local office in Flemingsberg/Visättra. You are always welcome with questions concerning your accommodation. Visiting address: Regulatorvägen 21, phone: 08-535 323 00

Maintenance

As the paintwork and wallpaper in the apartments are intended to last at least ten years, it is important to be prudent. It is forbidden to drill holes in walls, ceilings and floors. If you wish to put up paintings you must use the hooks for use with plasterboard, which are provided for this purpose. Before a new tenant moves in, there is always an inspection of the apartment in order to assess its condition. If the apartment has to be renovated in any way the tenant will be liable for payment.



Neighbours

An apartment block provides lodgings for people with differing habits. This does not usually cause any problems. But on occasions, a neighbour may disturb us in a way that causes us to react. First, try to talk to the person and if that doesn't help contact other neighbours and try to sort it out together with them.

In case of serious and repeated disturbances contact your local area office, phone 08-535 320 10 during office hours.

At other times, call our emergency on duty, phone 08-535 322 07.

Noise pollution

In the calm of the evening, even day-to-day sounds such as running water, vacuuming or clattering the dishes can be disturbing. At any time during the day you don't have the right to play music at such a high volume that it disturbs others. After 22.00 particular attention must be paid.

Orderliness

As a Huge tenant you are not permitted to leave objects or waste in the stairway or corridors. These spaces must be kept clear in order to allow for easier evacuation and to facilitate cleaning.

Parking

According to availability there is free parking in designated spaces in the Björnkulla area. Parking on the grass is not permitted. Neither is cleaning your car in front of any house due to environmental rules. For other parking areas contact your local area office.

Parental leave

If you already live in one of Huges student apartments and study it is possible to apply for exemption from the study credit requirements in the case of pending parental leave.

Parties

If you plan to have a party inform your neighbours in advance. One of them might have an exam the following day and in need of a good nights sleep. Furthermore, you should be aware of how they feel about the party as well as any complaints they may have during.

Pest / Insects

Huge have an agreement with Anticimex. In the event of problems, call them immediately. It will not cost you anything for calling them, Huge pays for their work. Anticimex, phone 08-19 00 30.

Pets

Pets are allowed following agreement with Huge. Contact your local area office for more information about cats, dogs, reptiles and other animals. Respect that not everyone is fond of them. If you own a large dog or any odd animal you must be aware that you are responsible for it. Always keep your dog in a leash. Keep your animal out of playgrounds for children and flowerbeds.

Rent

Rent is paid monthly in advance. The rent is being paid for 12 months of the year.





Responsibility

For apartments

You have financial and practical responsibility to ensure your apartment stays in good condition. Should problems occur with your apartment, you are responsible for reporting them. If you have work done or choose to paint, wallpaper or fit extra fittings yourself, this must be done in a professional manner in agreement with Huga. Always contact your local area office before doing this.

For the buildings

Huga is responsible for the care of all indoor and outdoor communal areas. Please let us know if you notice flashing bulbs, broken locks of lifts or strange smells. We need you to help us with this.

Security

Many apartment break-ins can be prevented with good locks and alarms. Supervision, security tagging and storage of valuables are other measures that can be taken. The number for emergency services is 112.

Smoking

Smoking is forbidden in communal and public areas such as entrances, stairways, corridors and communal kitchens.

Study validity checks

The study requirement is for at least ten Swedish credits of study per term and proof of payment of union fee/student card. Checks are made every term. At the beginning of the term proof of admission is required. Studies must be undertaken at universities or university colleges in the Stockholm area.

Subletting

Under certain conditions it is possible to sublet your apartment. If you wish to do so, be sure to contact the rental department, phone 08-535 320 00. They are able to help and advise you.

Telephone

The tenants pay for all costs by themselves. If you want your own number, contact

Bredbandsbolaget	phone 0770-777 000	www.bredbandsbolaget.se
Com Hem	phone 0771-55 00 00	www.comhem.se

Traffic

Gardens and paths in the residential area are not intended for motor traffic. It has to be safe enough for children to play and for emergency vehicles to get in and out unhindered. The transportation of heavy and bulky items is permitted as an exception. Local regulations are made clear on signs in the area and security ensures that these are observed.

Urgent problems

In case of urgent problems with the apartment or building, outside office hours, call the emergency number. The number is placed on your entrance notice board.

Vandalism / Graffiti

Acts of graffiti, vandalism and littering, messing around in the lifts or destroying flower beds may also begin to crop up in your residential area. Report such problems if you notice them.

It's our joint responsibility to do what we can to stop this. We need your help.

Waste disposal

Disposal of household and larger waste should be done in accordance with laws and decrees and in collaboration with the company SRV återvinning AB. The location of the waste disposal room and SRV's recycle point depends on your particular property. For more information contact the residential service office. More information about recycle points and regulations on www.srv-atervinning.se

Web site

Huge's website, www.huge.se, always gives the latest news, contact details, opportunities for reporting problems and much more.

Laundry rules

The laundry room is only for use by Huge's tenants.

- Respect the booked times
- Only one slot may be booked at a time
- Another user may step in after 30 minutes if a booked slot is not used
- You may remain in the laundry room for a maximum of 30 minutes after your booking to complete your drying
- Report faulty equipment immediately

Bear in mind

- Dying clothes is not permitted
- Wired bras must be put in washing bags in the machines
- Rugs must not be washed in the machines
- Wipe off machines, filters, powder compartments and floors after finishing
- Turn off the lights and lock up when you leave the laundry room

When you move

Inspections

Inspections are carried out before you move out. Preferable, you should be present at the inspection. You are required to pay for any unusual wear or damage in the apartment. Such as ruined parquet floors, holes in doors and broken windows. Any work carried out on the apartment during your rental period must be redone if it is not of a professional standard or if colours chosen are not appropriate and lead to a reduced value of the apartment.

- Order your moving inspection in plenty of time
- Prepare for getting rid of all your personal belongings. Leave nothing behind. Find your disposal- and recycle point and leave your things there.

Home insurance

Be sure to check your home insurance and make the necessary changes.

Keys

All keys, including copies, must be handed to us. Don't forget the keys to your garage, storage and laundry room.

Post

Inform all family, friends and other contacts that you are changing address.

Cleaning

Clean the apartment thoroughly. If not, Huge will invoice you for the work later.

Telephone

Cancel your subscription in time.

Equipment

All equipment that belongs to the apartment must be there for the inspection.

Cleaning before moving

Kitchen

- The cooker, the sides and back, the wall, sides of cupboard and floor
- The edges of the hotplates
- The top and bottom of the chopping board
- The interior of the whole oven and the baking trays. Use soft detergent
- The inside and outside of the fan. Take off the filter to the fan and clean it
- Clean the fridge/cooling cupboard and defrost the freezer. Leave to air
- The cupboards both inside and out. Don't forget the top edges of the doors

Bathroom

- The floor drain. Take off the front where applicable when cleaning the bath tub
- The outside of the toilet seat and the piping must not be forgotten
- Clean the underside of the wash basin

Rooms

- Carpets that you have fitted yourself must be taken out. Take away any tape
- Clean the radiators, including behind them
- Painted surfaces such as window frames and skirting must be clean
- Polish the windows on all sides, including in between
- Dust the backs and shelves in the wardrobes
- Clean the doors. Remember the top edges

Checklist

Kitchen

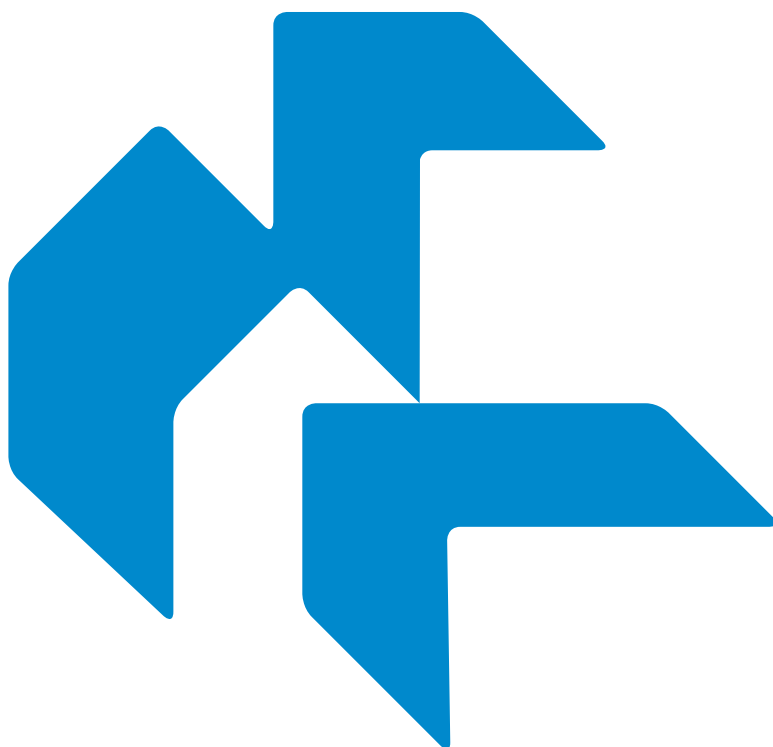
- Walls
- Windows, frames, panes, sills
- Ceiling
- Floor and sockets
- Radiators
- Ventilation
- Lights
- Electricity sockets
- Cooker fan
- Cooker in- and outside
- Kitchen cupboards, drawers
- Spice rack
- Fridge, cooler and freezer
- Doors and doorframes
- Work surfaces
- Kitchen sink and skirting boards

Bathroom

- Ceiling
- Walls
- Lights
- Bathroom cabinets
- Ventilation
- Mirror
- Bathtub
- Toilet
- Wash basin
- Doors and and doorframes
- Floor and floordrain
- Under and beneath bathtub
- Drying cabinet, inside and out
- Washing surface

Rooms

- Windows, frames, panes, sills
- Radiators
- Electricity sockets
- Wardrobes, inside and out
- Doors and doorframes
- Floors and sockets
- Base of door frame
- Walk-in wardrobe
- Storage
- Skirting boards



huge.se / student

Residential service office Flemingsberg / Visättra
Regulatorvägen 21
Phone: 08-535 323 36
Fax: 08-535 323 05

E-mail: studentbostad@huge.se

Caretaker, student accommodation
Tel: 08-535 323 32

Problem reporting: 08-535 320 10 or huge.se

Huge Fastigheter AB

Phone: 08-535 320 00 Fax: 08-535320 20
Box 1073, 141 22 Huddinge
Visitingaddress: Sjödalstorget 7
info@huge.se, huge.se

