



Stockholm  
University

# IMPORTANT INFORMATION FOR TENANTS STAYING AT IDUN





### INFORMATION ABOUT IDUN

Idun is located in the city center, in the area called Vasastan. Idun was built in 1968 and is owned by SSSB. The building is 7 floors high and has 157 apartments in total. 84 studio apartments were built during the year 2013 and these are the ones that are available through Stockholm University. The studio apartments are between 20,2-28,6 square meters. They all have a private bathroom with a shower and a WC as well as a kitchen area with stove tops and an oven. Animals are not allowed. *The studio apartments at Idun are intended for double occupancy (2 students of the same gender sharing one apartment) but they can also be rented out for single occupancy (1 student living alone in one apartment or with a partner/friend that is not a student at Stockholm University).* Please be aware that we only have studio apartments, which means that the apartments consist of only one room and also note that we are not able to change any furniture in the studio apartments so the furniture will always be: a dining table, two chairs, a bunk bed, wardrobes and lamps. Heating, cold water, hot water, electricity and internet (no wifi) are included in the rent. Important note! Excessive use of electricity will be charged extra. **There is no wifi, so you must use a network cable or a router to be able to use the internet.**

## GENERAL RULES AND INFORMATION

- You are living in an accommodation that is owned by SSSB but you are renting your accommodation from Stockholm University so the rules may be a little different from another tenant that is renting directly from SSSB
- Your Iloq key works for your apartment door and your aptus key (electronic badge) works for the front door and the laundry room
- Postboxes and the laundry room (with washers and dryers) are located on the ground floor of the building (please look at the map on the Housing Office webpage if you have problems finding the postboxes or the laundry room)
- It is your own responsibility to put up the name tag given by the Housing Office on your postbox
- It is your own responsibility to buy a lock for your postbox if needed
- There is a laundry room in the building that tenants can use free of charge
- You must go to the laundry room and book it by using your aptus key
- You and your roommate are both responsible to clean the apartment
- You are required to defrost the freezer when you move out (please note that it may take up to 24 hours)
- Please note! When you defrost the freezer, put a vessel on the floor for the water to prevent stains and water damage
- When you defrost the freezer you must never use tools that may damage it
- You must regularly dust or vacuum under and behind the refrigerator as the dust may cause a fire
- If you or any guest/guests cause any damages in your apartment (including the bathroom) or any other communal areas you will be required to pay for it
- Never switch off the radiators during winter
- It is your own responsibility to check that the smoke detector in your apartment is working and to change the batteries when needed
- It is your own responsibility to change the light bulbs in apartment and bathroom when they need to be replaced
- It is forbidden to smoke anywhere within the buildings (including corridor rooms, bathrooms, corridor and kitchen)
- You do not have access to any storage area or utility room so all of your personal items must be kept in your apartment

## PROBLEMS WITH YOUR ACCOMMODATION

If you have any problems in your studio apartment, your bathroom or in any of the common areas you must log into your “my accommodation” account online (<https://housing.su.se/kxstudent/>) and fill out a maintenance request. This includes problems with internet, furniture, the laundry, paying the rent online with a credit card or debit card as well as lost keys and uncleaned accommodation. We do not accept fault reports via regular e-mails or phone calls.

## PREVENTIVE FIRE INFORMATION

Every apartment and corridor is a separate fire cell. To prevent spreading smoke/fire all room doors and doors to the staircases must be kept closed at all times. It is the responsibility of every tenant to see that the doors are kept closed between the different areas. You are not allowed to keep any items in corridors or stairwells (this includes shoes, doormats, bicycles, garbage bags, packages etc.). If there is a fire all evacuation routes must be free of objects. *Please note that if you put things in the corridor or the stairwell they will be removed without any warning and you may also be charged a fine.*

There is a smoke detector connected to a battery in your apartment. While you are living in the accommodation it is your own responsibility to regularly check that the smoke detector is working. If the smoke detector is beeping or blinking non-stop, it is your own responsibility to change the battery. If you cannot change the battery yourself you must log into your “my accommodation” account online (<https://housing.su.se/kxstudent/>) and fill out a maintenance request.

## IF THERE IS A FIRE

1. **SAVE.** First of all you have to think about saving people from the fire. Put yourself and others in a safe place. Get out on the street or the yard, or if you cannot do that, stay in your apartment and close all doors. The rescue services will help you out from the apartment through the window. Remember that smoke always rises. Therefore, you have to get below the smoke and it is easier to see and breathe if you stay close to the floor. Remember to use the staircase and not the elevators. Avoid smoke filled rooms and stairwells. Do not forget to close all doors behind you as you are leaving. A closed door prevents the fire from spreading quickly and it will give the rescue services more time. If you get to a closed door, do not open it to check if there is a fire on the other side because it may cause a backdraft. If you touch the upper part of the door and it is warm, there is probably a fire on the other side.
2. **ALERT.** After you have put yourself in a secure place, call the rescue services by dialling 112. Tell them what has happened and your location.
3. **EXTINGUISH.** You can then try to put out the fire, but you should not run the risk of injuring yourself or other people.



## SECURITY INFORMATION

- Remember to never let any strangers into the building
- Never leave any windows open if you are not at home for security reasons
- Always lock the door to your apartment (even if you are home) for security reasons
- If you need to talk to the police in a non-urgent matter please call 114 14
- If you calling from an international phone number, call +467711414 00
- If there is an emergency concerning your own or another person's safety please call 112



## **DISTURBANCE**

An apartment building is a small community and unfortunately it is unreasonable to expect total silence in a building where many people live. You just have to learn to live with certain noises but sometimes there can be too much noise and disturbance. A disturbance is most often due to a lack of consideration by a neighbour and the problem is normally easily solved after a polite conversation. If this does not help or if you for some reason cannot or do not want to speak to your neighbour, you must log into your “my accommodation” account online (<https://housing.su.se/kxstudent/>) and fill out a maintenance request. If the disturbance occurs after normal office hours, you should call the Disturbance company (Störningsjouren) phone 084581011. The name of the person making the complaint will not be divulged by the disturbance officer.

**According to local environmental and health protection by-laws, apartment block residents may not perform noisy work or make any other kind of disturbing noise between 22:00 and 07:00 on weekdays or between 22:00 and 10:00 at weekends and public holidays.**

## **THINKING OF HAVING A PARTY IN YOUR APARTMENT, IN THE BUILDING OR THE AREA OUTSIDE THE BUILDING?**

- You will be charged a fee of SEK 2000,00 for any confirmed disturbances that you or your guest/visitor have caused
- As the party organizer, you will also be required to pay for any damages that you or your guest/visitor cause
- You will be required to pay for any extra costs that occur because of the party, such as extra security, graffiti removal, garbage removal, extra cleaning as well as any kind of damages to furniture or the building
- Repeated action of this kind may lead to cancellation of your tenancy
- Your department at Stockholm University will be notified and also your coordinator at your home University

## CLEANING INFORMATION

- You and your roommate are both responsible for thoroughly cleaning your apartment and your bathroom regularly during your rental period
- You and your roommate are both responsible for cleaning your apartment and your bathroom properly before you move out according to the instructions on your rent contract
- You and your roommate are both responsible for cleaning the kitchen every time you use it (including any plates, bowls, cups, utensils, pots, pans etc. that you have used)
- You and your roommate are both responsible for buying cleaning supplies such as brooms, wash clothes, dish washing liquid, cleanser liquid, a mop and also a vacuum cleaner (if needed)
- You and your roommate must both clean the refrigerator and the freezer and throw away all food when you move out. Do not use tools that may damage.
- You must make sure the refrigerator is turned on when you move out
- When you defrost the freezer put a vessel on the floor for the water to prevent stains and water damage **Note! it takes 24 hours to defrost.**
- If you leave any items in the kitchen (including plates, bowls, cups, utensils, pots, pans and so on) you must wash them with dish washing liquid and put them away in the cabinets before you move out
- When you move out you must remove all of your personal belongings from your apartment and your bathroom (including extra furniture, clothes, shoes, electronic devices, bed lines, pillows, quilts, food, hair gel, soap, garbage bags and so on). **Important note! If all of your personal belongings are not removed before you move out you will be required to pay for cost of removing these items and it can cost between SEK 1000,00 and SEK 5000,00 (if you have left many items or bulky items)**

## RECYCLING, HOUSEHOLD WASTE AND BULKY REFUSE

Please make sure you put everything in the right container. Today only about 50 % of the waste is sorted correctly. Carefully follow the information and signs about the recycling in the building. When using the recycling rooms or the rooms for bulky waste always put everything as far into the room as possible. Cardboard boxes should be folded to minimize the space. Household garbage containing food scraps must be thrown away at the correct place and not in the recycling rooms or the rooms for bulky waste. This is to prevent bad smells and reduce the risk of vermin. Please note! For everything that we need to clean, pick up or put in the right place, you will be charged a penalty fee. This includes inside the building, the common room, any outdoor area near the building and in the rooms for bulky waste and at the recycling rooms/stations. Do not throw cigarette butts, paper or any other items on the ground or out through your windows in your apartment.



**KEEPING THE COMMUNAL AREAS CLEAN  
(LAUNDRY ROOM, CORRIDORS, STAIRCASES, LOBBY, RECYCLING  
ROOMS, OUTSIDE THE FRONT DOOR ETC.)**

As a tenant you must contribute to a clean environment by helping to keep the building and the surrounding areas tidy. Due to fire safety regulations you are not allowed to leave or store your own furniture or personal items (including shoes, doormats, bicycles, clothes, books etc.) anywhere in the communal areas inside the building. If you do not follow this rule you will be required to pay mandatory a fine every time you break it! You must also make sure the all the doors to the staircases and the front door to the building are closed at all times. You are required to clean the laundry room every time you use it. You are also required to keep all of the communal areas tidy. If you use the barbecue area outside you are required to clean up after yourself and throw away any garbage in the correct location.

## PESTS/VERMIN/INFESTATION

Pest infestation is unfortunately not that uncommon. Pests often get into our homes after an overseas trip or other journey. It is important therefore to wash and clean your clothes and bags thoroughly when you come home. Do not store your bags and/or other luggage under your bed as this is the perfect breeding-ground for bedbugs. Cleaning your apartment thoroughly on a regular basis also prevents infestation. Bedbugs can be difficult to see with the naked eye. The first sign can be bites in places that are not covered by clothes at night and/or droppings (small black dots) on the bedspread. If you discover any infestations in your apartment or elsewhere in the building, you are obliged by law to inform the landlord immediately. You do this by logging into your “my accommodation” account online (<https://housing.su.se/kxstudent/>) and fill out a maintenance request. It is important that this is done as soon as you discover it so that the pests do not spread. You do not have to pay anything when the extermination company come and decontaminate your accommodation. *Please do not hesitate to report if you suspect an infestation of bedbugs or any other insects in your accommodation or any of the communal areas (laundry room, garbage area etc.) so we can try to get rid of them immediately.*

## KITCHEN

There may be a safety lock that you need to press/unlock before you can use the oven and stove tops. **Never pour hot oil or butter into the kitchen sink as it may cause the pipes to clog.** Instead wipe this away with kitchen paper towels before you clean the pot or pan with dishwashing liquid.

## LAUNDRY ROOM

There is a laundry room with washing machines and dryers that is free of charge for the tenants at Idun (you must bring your own detergent and fabric softener). You must go to the laundry room to book it by using your aptus key (electronic badge). You cannot book the laundry room online. The laundry room is located on the ground floor, please look at the Idun map if you cannot find it. Please respect other tenant scheduled laundry bookings. You are required to clean the laundry room after you have used it.

## SHARING YOUR APARTMENT OR RENTING OUT YOUR ACCOMMODATION

If you are renting a shared studio apartment you are only allowed to share it with your designated roommate. If you are renting a single studio apartment you must notify the Housing Office if you are sharing the apartment. Please note that sharing your apartment without permission from the Housing Office or renting out your accommodation (including Airbnb and couchsurfing) is prohibited and may result in an immediate eviction.



## POSTBOXES, LETTERS AND PACKAGES

It is your own responsibility to put up the name tag that was given to you by the Housing Office on your postbox to make sure you receive your letters and packages. You are not allowed to put up a self-made name tag. You may be required to buy a lock if your postbox does not have one. There are several different delivery companies in Stockholm and if you are missing a letter or package you must contact them directly (the Housing Office cannot help you with this). If a letter or package does not fit in your postbox you must usually go to the nearest supermarket to pick it up. The delivery company should send you a note, letter or text message with information on where to pick up your letter or package. Again, you must contact the delivery company yourself if you have any questions about this. **Also note that the Housing Office cannot receive or hold any letters, packages, bags or suitcases for you.**

The Housing Office  
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