TENANT INFORMATION

ACCOMMODATION AREA HOVBESLAG
(KRÄFTRIKET)
INFORMATION ABOUT HOVBESLAG

Hovbeslag (the Ferriers House) is located in the campus area called Kräftriket near Lake Brunnsviken. It is a 10-minute walk to Campus Frescati. Hovbeslag is a large three-story house with fourteen apartments of different sizes and is owned by Akademiska Hus. It was built in 1911 and has been carefully renovated to preserve the historical interior architecture and is classified by the state as having high cultural value. The apartments in the building are of varying sizes and are rented to both international researchers and international students.

The apartments available to international students are one studio apartment (27 square meters) for single occupancy, and one 3-bedroom apartment (88 square meters) that is shared by three students. The studio is furnished with curtains, a wardrobe, a bed and a kitchen table with two chairs. In the bigger 3-bedroom apartment the kitchen/living area and the two bathrooms are shared areas. The bedrooms are between 10-14 square meters are only for single occupancy. The bedrooms are furnished with curtains, a bed, a wardrobe and also a study desk with a chair.
GENERAL RULES AND INFORMATION
• Your apartment key works for your apartment door and to the front door of the building
• You will get a small key for the postbox and another small key for the laundry booking cylinder
• Smoking is not allowed in your apartment or anywhere else in the building
• Pets are not allowed in the accommodation
• You do not have access to any storage area or utility room so all of your personal items must be kept in your room
• Bicycle parking is available outside of the main building. It is not permitted to park your bike inside of the building.

SECURITY INFORMATION
• Remember to never let any strangers into the building or into your corridor
• Never leave any windows open if you are not at home for security reasons
• Always lock the door to your studio (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 +4677 114 14 00.
• If there is an emergency concerning your own or another person’s safety please call 112

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 dialing 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.

Please read general information for tenants for more information about fire safety.
PROBLEMS WITH YOUR ACCOMMODATION
Please note that if you have any problems with maintenance and/or cleaning when you move in, this needs to be reported to the Housing Office within 48 hours after you have collected your keys. Please log into your “my accommodation” account online at https://housing.su.se/kxstudent/ and fill out a maintenance request. Please note that we do not accept fault reports via regular e-mails or phone calls. For Emergency problems on weekends, holidays and weekdays after 16:00 please call the emergency phone number 0101-30 85 02. Please note that this number should only be used if there is a risk for property or person. If you call the emergency number and it is not an emergency you will be forced to pay a fine.

IMPORTANT CURRENT INFORMATION ABOUT KRÄFTRIKET
Across the street from Kräftriket they have started building a new university campus (Albano) so there will be construction work taking place every weekday. All tenants staying in Kräftriket must be willing to put up with any noise connected to this construction work without compensation. The construction work will be going on until December 2023.

TAKING CARE OF THE PROPERTY
Please note that the property is classified by the state as having high cultural value. It has been carefully renovated to preserve the historical interior architecture. It is therefore strictly forbidden to put anything up on the wall (including posters, shelves etc.) and it is especially important to take care of the property. Any damage to the property caused by the tenant will be charged to the tenant.

INTERNET
Wi-Fi is included in all apartments at Hovbeslag. Each apartment has a router with information about name of the network and the password. Please do not change the password. If you have any problems with internet, please check that your hardware (Ethernet cable, computer etc.) is functional. If you still have problems with internet after checking this, please make a maintenance request in your accommodation account at https://housing.su.se/kxstudent/
LAUNDRY ROOM
There is a laundry room with washing machines and dryers on the entrance floor that is free of charge (you must bring your own detergent). It is open between 07:00 and 22:00. Please note that the room is automatically locked between 22.30 and 07.00. You book your laundry slot on the booking board outside of the laundry room. Please move the laundry booking cylinder to the slot you wish to book, by unlocking it with the small laundry booking cylinder key. Please respect other tenant scheduled laundry bookings, and note that you are required to clean the laundry room after you have used it.

POSTBOXES
The postboxes are located on the entrance floor of the building. The housing office will put up name tags on the postboxes. As a tenant you are not allowed to put up a self-made tag on your postbox. Please note that tenants sharing the 3-room apartment will also share the same postbox. Please read general information for tenants for more information about post and receiving packages.
CLEANING
All tenants are responsible for keeping your accommodation clean during your tenancy, and to leave it clean for the next tenant when you move out. As a tenant you must also contribute to a clean environment by helping to keep the building and the surrounding areas tidy. All tenants living in the shared apartment have a personal responsibility to clean the communal areas, such as the kitchen and the bathrooms regularly during your rental period. You are personally responsible for the cleaning of the kitchen every time you have used it, including cleaning any plates, cups, pots, etc. that you have used. Please read general information for tenants for more information about cleaning during your tenancy, and departure information for more information about cleaning before your departure.

RECYCLING, HOUSEHOLD WASTE AND BULKY REFUSE
Household waste and recycling items are to be placed in the garbage room located in the Hovbeslag building at entrance 8C. Please follow the signs and instructions in the room. Please read general information for tenants for more information on waste management and recycling.
PARKING
Please note that a parking space is not included in the rent. If you need a parking space please contact the parking company Q-Park. When in contact with Q-Park, please tell them that you will be staying at Kräftriket, Stockholm, Sweden.

DISTURBANCE
An apartment building is a small community and unfortunately it is unreasonable to expect total silence in a building where many people live. According to local environmental and health protection by-laws however, 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 on weekends and public holidays. Please read general information for tenants for more information about disturbances and social gatherings.

SHARING AND SUBLETTING
The accommodation at Hovbeslag is only for single occupancy so please note that sharing or subletting the studio apartment or one of the bedrooms in the shared studio apartment is prohibited and may result in eviction.

CONTRACT RULES AND GENERAL INFORMATION FOR TENANTS
If you want more specific information about rules and regulations for your accommodation, please refer to your rental contract. Please read general information for tenants for more general tenant information and for questions about everything from rent payments to heating.