



TENANT INFORMATION

ACCOMMODATION AREA NORA TORG



Stockholm
University



INFORMATION ABOUT NORA TORG

Nora Torg is located in the northern part of the city in Danderyd, within walking distance to Mörby Centrum. From Mörby centrum is ia just a few subway stops to Stockholm University campus Frescati. The apartments at Nora Torg are owned by the company Nora T KB. Housing Office rents 28 studio apartments here, that are available to both international students and international researchers.

The studio apartments are between 17-22 square meters. Each apartment has a private bathroom and a small kitchenette with fridge and two hotplates. Larger common kitchens are also available for all residents. The apartments on the 2nd floor also have a private balcony, and some of the apartments on the entrance floor (entrance 5B) have a private terrace. The apartments are furnished with a bed, a chair, a table and a bureau or closet. Basic dinnerware and cooking utensils are also provided. Please note that you need to bring your own pillow, blanket, sheets and towels.

GENERAL RULES AND INFORMATION

- Your apartment key works for your apartment door and the laundry room. You will also receive one key for the postbox.
- A code for the front door will be given to you when you pick up your apartment key.
- 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 apartment

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.

INTERNET

All apartments have access to internet that is included in the rent, however please note that there is no Wi-Fi, so you must purchase an ethernet cable or a router to be able to use the internet. To use the internet, you connect your network cable to the internet socket (small white square box). After having connected your ethernet cable to the socket, you should have immediate access to Internet. If you have any problems with internet, please check that your hardware (ethernet cable, router and computer) is functional. We recommend



to use ethernet cables and routers bought in Sweden, since foreign products sometimes does not work. If you still have problems with the internet after checking this, please make a maintenance request in your accommodation account at <https://service4mobility.su.se/mobility/login>

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 online account online at <https://service4mobility.su.se/mobility/login> 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 +4672-859 20 83. 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.

POSTBOXES

The postboxes are located on the entrance floor of both entrance 5A and 5B. Please note that it is your own responsibility to put up a name tag on your postbox. The name tag will be given to you when you pick up your accommodation keys. You are not allowed to put up a self-made name tag. Please read [general information for tenants](#) for more information about post and receiving packages.

PARKING

Parking is allowed at Nora Torg for a maximum period of two hours. To park here you must use a “P-skiva” which is a paper wheel that you use to register the time of arrival to the parking space. Please note that the property owner does not provide any long term parking lots for tenants.

BICYCLE PARKING

The bicycle storage room is located next to the postboxes at Nora Torg 5A, close to the elevator. Please look for the door with the sign “CYKEL”. The code is the same as the entrance code. Please note that we cannot take any responsibility for bikes in the bicycle storage room. It is not allowed to keep your bicycle in the hallway or blocking the entrance to the elevator.



LAUNDRY ROOM

There is a laundry room with washing machines and dryers located in the basement at Nora Torg 5A which is free of charge for tenants (you must bring your own detergent). Please look for this sign “Tvättstuga”. Please respect other tenants scheduled laundry bookings, and note that you are required to clean the laundry room after you have used it.

SAUNA

A sauna is located in the basement at Nora Torg 5A, next to the laundry room. It is free to use for all tenants at Nora Torg. To start the sauna: turn the right knob to the desired degree, then turn the left knob to start. Remember to turn off the sauna when you are finished.



Household waste



Cardboard items



CLEANING

All tenants are responsible for keeping your accommodation (including your balcony/terrace if you have one) clean during your tenancy, and to leave it clean for the next tenant when you move out. As a tenant you must contribute to a clean environment by helping to keep the building and the surrounding areas tidy. This is especially important when sharing a common kitchen, since it is a joint responsibility of the tenants on the floor to keep the common kitchen clean. 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 cardboard items are disposed in the garbage bins located outside, behind the apartment building. Please look for the bin marked "HYRESGÄSTER" for household waste, and the bin marked "WELLPAPP" for cardboard items. All other recycling items should be taken to your local recycling center. The closest one is at Mörby Centrum (Mörbygårdsvägen). Please read [general information for tenants](#) for more information on waste management and recycling.

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

These studio apartments are only for single occupancy so please note that sharing your apartment or subletting your accommodation (including Airbnb and couch surfing) is prohibited and may result in eviction. Please also note that overnight guests are not permitted at Nora Torg.

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.

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