

**We want you to enjoy your stay with us!**

## **Following rules and regulations will contribute to a pleasant and safe living**

### **Automatic fire alarm**

Each apartment is equipped with an automatic fire alarm. Check that the alarm is in function regularly by pressing the test button. Keep your own safety and the safety of your neighbours in mind!

### **Bicycles**

The bicycle storage room is situated outside or inside the building. Bicycles cannot be parked in the staircase or corridors due to evacuation requirements in case of fire and the problems they cause the cleaning staff.

### **Cable-TV**

Please note that there is a mandatory TV license fee in Sweden for anyone who has a TV. For more information go to [www.radiotjanst.se/en](http://www.radiotjanst.se/en). Basic repertoire from Com Hem is included in rent. In case of malfunction concerning cable-TV, please call Com Hem 0771-55 00 00, for information in English press 9.

### **Common lounge**

The area for socializing is located on each floor. Keep in mind that you have to clean after using the common lounge.

### **Damage or malfunction**

In case of damage or malfunction of any kind, please call the Janitor.

### **Disturbance**

If your neighbours are disturbing, if you suspect any criminal activity in the building or if you have locked yourself out at night, call Sörmlandsbevakning: 016-12 60 40.

Show consideration towards your neighbours by not playing music too loudly or make other loud noises. If the security company is alarmed because you have acted disturbingly in any way - you will be charged for the visit.

### **Entrance system**

The building is provided with a main entrance system demanding a special tag or a code to enter. In case of lost or misplaced tag or code - report to Eskilstuna Kommunfastigheter AB customer service.

### **Internet**

For Internet registration, questions regarding your Internet connection or Internet malfunction, please contact Mälardalens datorförening: 016-15 37 19, or visit them at Drottninggatan 16, third floor. For more information please visit their web site [www.mdfnet.se](http://www.mdfnet.se).

### **Keys**

Keep track of your keys! Your keys are valuable and can cause a lot of problems if lost. The tenant is responsible for the keys and will cover the cost for any lost or misplaced keys that need replacing.

### **Kitchen ventilation**

The filter in the ventilation situated above the oven needs to be removed and cleaned at least once a month. The easiest way to do this is to rub washing-up liquid on the filter and then pour boiling water over it.

### **Laundry room**

The laundry room can only be used by tenants of the building. The tenants are not allowed to use the laundry room on behalf of persons residing elsewhere. Make sure you leave the laundry room neat and clean after use.

If the machines are failing please call your Janitor. Household waste must under no circumstances be placed in the laundry room waste bins, the waste bins are only for laundry detergent packages and such.

### **Notice board**

Information in form of posters etc. can only be posted on the notice board in the staircase. Information put elsewhere will be removed.

### **Room inspection**

To avoid any deduction from your deposit - make sure to clean the room thoroughly before the inspection of your room. You can ask your landlord for instructions when you book the inspection. You only get one chance to clean. Once inspection is done you can no longer stay in the accommodation.

### **Smoking**

Smoking in apartment, corridor, staircase, basement and laundry room is NOT allowed. Please consider that persons with asthma and allergies might react severely to smoke.

### **Storage space**

There is a storage space included to every apartment. When the room inspection takes place, the storage room will also be inspected.

### **Waste disposal**

The waste disposal room is situated outside the building. Waste is under no circumstances to be placed in corridor or staircase. If this happens the property manager will issue a warning at first occasion. If it occurs more than once your contract will be reviewed.

All household waste must be sorted in specific containers (see brochure). Advertisements arriving in your mail box cannot simply be left lying - it needs to be sorted in the correct container in the waste disposal room. If you do not wish to receive advertisements please put a note on your mail box: "Ingen reklam, tack!" (Please no advertisements).

**Thank you for using Eskilstuna Kommunfastigheter AB as your landlord. We will try to make your stay as memorable as possible. Do not hesitate to contact us if you have any questions. Welcome to us!**

## CONTACT INFORMATION

	<b>FACKLAN</b>	<b>VALFISKEN</b>	<b>VAKTELN</b>
<b>Contract, Leaving notice, Rent payments</b>	Hyresenheten hyresenh@kfast.se 016-16 75 16	Hyresenheten hyresenh@kfast.se 016-167516	Hyresenheten hyresenh@kfast.se 016-167516
<b>Keys</b>	Customer Service West 016-16 75 36	Customer Service West 016-16 75 36	Customer Service East 016-16 75 69
<b>Room inspection</b>	May "Majsan" Hammarström 070-340 25 96	May "Majsan" Hammarström 070-340 25 96	Mirja Cervin 016-16 75 65
<b>Damage/malfunction Janitor</b>	Janitor 016-710 18 75	Janitor 016-710 18 75	Janitor 016-710 22 65
<b>Internet</b>	Mälardalens Datorförening www.mdfnet.se 016-15 37 19	Mälardalens Datorförening www.mdfnet.se 016-15 37 19	Mälardalens Datorförening www.mdfnet.se 016-15 37 19
<b>Cable-Tv</b>	Comhem www.comhem.se 0771-55 00 00	Comhem www.comhem.se 0771-55 00 00	Comhem www.comhem.se 0771-55 00 00
<b>Disturbing neighbours during office hours</b>	May "Majsan" Hammarström 070-340 25 96	May "Majsan" Hammarström 070-340 25 96	Mirja Cervin 016-16 75 65
<b>Disturbing neighbours nights and weekends</b>	Sörmlandsbevakning 016-12 60 40	Sörmlandsbevakning 016-12 60 40	Sörmlandsbevakning 016-12 60 40