



 **Solporten.**

Home manual

Welcome to Solporten!

This manual has all the information you need before, during and after your stay with us.

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Welcome to Solporten

Today Solporten owns and manages 24 properties in Solna, Sundbyberg, Stockholm and Enköping. It's office is located at Forngränd 1 in Solna, from where a team of twelve people manage all the operations.

On December 31, 1975 the founders, Bill Lindwall & Per Hamberg, bought the first property – Nordan 9 located at Fyrgränd 2 in Solna. This, being the first property, is special to us and we are proud to say we still own it today.

The acquisition of Nordan 9 was also the beginning of a new era, as it was the first building that we completely refurbished in 2012. Since homes were constructed with the most modern standards of the time, it became our mission to offer the same standards today– something our current and future tenants would expect in a good home.

During the 70s and 80s the founders acquired more real estate but it was difficult to turn the business around. Bill Lindwall then decided to handle both the maintenance and financial management to make things work. He had always seen the value in long-term real estate investment.

In time as the portfolio grew so did the management requirements. They soon needed a structured organization to properly manage the properties and keep up with customer expectations, so in 1991 Solporten Fastighets AB was formed.

Today Solporten owns 24 residential properties of about 1,000 homes. Most of them are in Solna with 600 homes. Additionally we have 200 homes in Stockholm, 170 in Enköping and 20 in Sundbyberg. A good size to have accomplished as we now build an organization for the future.

Over the years Solporten has sold very few properties since the main focus has always been rental housing.

Although we have plans of refurbishing each property in due course, we also look for opportunities to build new homes on the existing property or on new land. We have always believed that rentals are an ideal type of housing today and more so in the future.

With best wishes,

Kristoffer Wilhelmsson, CEO
Solporten Fastighets AB

Important numbers

For homes in Stockholm, Solna and Sundbyberg

Customer Service: 08-514 939 60

Timings: Mon-Fri 07:00-12:00, 13:00-16:00

Fault Reporting after office hours: Dygnet Jour: 08-18 70 00

Emergencies after regular office hours eg. blocked drains, water leaks etc.

Elevator Faults

Problems with your elevator should be reported directly to the elevator company for your building:

Östervägen 25A: call SCT Hiss on 020-18 18 69

Huvudstagatan 11 / Råsundavägen 39: call Amsler hiss on 08-746 80 25

All other buildings: call Hissen AB on 08-618 12 00

Disturbance Hotline: 08-568 214 00

For reporting disturbances after regular office hours.

Timings: Daily 20:00-06:00

Electricity Suppliers

Stockholm: FORTUM 020-818 818

Solna and Sundbyberg: VATTENFALL 020-82 00 00

Pest Control:

Anticimex 08-517 633 00.

When asked about Insurance Company, say 'Brandkontoret'.

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For homes in Enköping

Customer Service: 08-514 939 60

Timings: Mon-Fri 07:00-12:00, 13:00-16:00

Reporting Faults Relita: 0771-103500

For emergencies after 16:00 eg. blocked drains or water leaks.

Elevator Faults for Västerviksgatan 11

For any problems with the elevator please call Lyftservice AB: 018-12 60 60

After regular office hours: 070 626 98 62

Disturbance Hotline: 08-568 214 00

Reporting disturbances after regular hours.

Timings: Daily 20:00-06:00

Electricity Suppliers

EON 020-25 55 50

Pest Control:

Nomor 0771-122 300.

When asked about Insurance Company, say 'Trygg Hansa' and Insurance No. 25-194 2232-02.

When you move in

All apartment, entrance and laundry keys should be collected from us at Solporten after 1:00pm on the day you are scheduled to move in, or handed over to you by the previous tenant. For homes in Enköping keys should be left with or collected from Upplands Boservice. If the previous tenant moves out during a weekend, the keys will be available at our office or Upplands Boservice the next weekday.

Please remember to notify Skattemyndigheten on your change of address, and to change or renew subscriptions for electricity & gas.

What's included in the rent

If you find a problem or fault in your apartment in Stockholm, please make a service request to Solporten's office. You can do this in person, by phone or here on the website under *Fault Reporting*.

There are certain things that you are responsible for, such as replacing fuses and light bulbs. These includes lamps in refrigerators, freezers and cooking range. It is also your responsibility to clean all exhaust vents and floor drains.

Services that are included in the rent:

- Adjustment and service of faucets.
- Clearing blocked sewage systems.
- Repairing refrigerators, freezers, cooking range etc.
- Troubleshooting and repairing electrical installations.
- Adjusting and sealing windows and doors.
- Repairing and replacing locks and lock parts.
- Repairing other fittings and equipment that belong in the apartment which we have installed.

If the caretaker conducting the service visit concludes that the fault was caused by usage, or vandalism, you the tenant are responsible for the cost of repair. It is important to note that any renovation not pre-approved by us is your obligation to restore when you move out. Inspection reports clearly show what is not included in the rent.

Paying the rent

When should I pay the rent?

You will receive rent notices from us four times a year. This usually happens around the 20th of March, June and September. In December we send them out around the 15th. These notices pertain to the rent for the next three months and include payment slips. The rent should be paid in advance and no later than the last working day of each month.

Bankgiro or Autogiro?

You can choose how you want to pay the rent. If you are missing a rent receipt, please use the regular Bankgiro payment slip. Please remember that along with the Bankgiro number 687-7930, also write your name, address and apartment number.

The advantage of using Autogiro is that you won't risk being late on rent payments. This service does not cost you anything extra. You just have to make sure there is money in your account during the last working day of each month since Autogiro makes only one attempt to withdraw the money. Please note also that only the contract holder can subscribe for Autogiro. You may read the terms and conditions for Autogiro and fill up the forms if you wish to pay your rent that way. [\[Download forms\]](#) [\[Online Autogiro\]](#)

What happens if I forget to pay the rent?

As long as you have not received a reminder about the rent, you may pay the rent using the existing payment form. If you have not paid the rent you will receive a reminder in the mail after seven or eight days. Failure in paying the rent despite a reminder will result in a collection of the rent. Both, a reminder and a collection gives the landlord the right to charge a claim fee of 50 kronor and 160 kronor respectively. This fee will be added to the next rent notice sent out to you. Please ensure the rent is paid on time since repeated delays are a valid reason for terminating the lease.

When would I be asked to move out?

If you have not paid the rent despite repeated reminders or debt collections and have not contacted us, then legal action will be taken. Legal action includes both the termination of leases and the involvement of the enforcement authority (Kronofogdemyndigheten). In this case, the authorities will be informed of the cancellation and debt.

If payment is still not made within the specified time, the enforcement authorities have the right to evict you immediately. If you have any objections, you will have to appeal to the district court where a decision will be made legally.

Apartment registry

Under the new law, information on Sweden's housing is collected in an apartment registry of the Lantmäteriet. Your apartment has been allotted a 4 digit number in the register.

The new number does not replace the apartment number you have with Solporten today.

At the entrance of your building is a conversion table that shows you your Solporten apartment number along with the number allotted to you by Lantmäteriet. Your Solporten apartment number is also on your rent bill up on the left. This is an 8 digit number, the first 2 are always zeroes.

Rules & Regulations

While living in an apartment building you are always going to have neighbors living around you, and to some extent it becomes necessary to tolerate their different ways of life. All tenants, however, have the huge responsibility to not disturb their neighbors more than is absolutely necessary.

Solporten has specified a few helpful guidelines for living together successfully in a building society. To avoid any problems please inform your neighbors if you are planning to have a party or the like. If you are unsure about something please call us beforehand.

To preserve harmony on the properties, we ask all tenants to kindly comply with the following:

1. Please do not play loud music that may disturb other residents.
2. Please do not to drill or hammer between 20:00 and 08:00.
3. Please avoid flushing water during the late evening and night.
4. Please do not place things such as furniture, carpets, bicycles, strollers, sleds etc that may get in the way and impede access at the entrance, in the stairwell, attic or basement corridors.
5. Please report faults or problems that occur in the apartment immediately. If an injury occurs as a result of a fault that you failed to report, you may be liable for compensation.
6. Please supervise your pets so that they don't get hurt, and that they don't contaminate playgrounds, garden or other common areas. The pet should not run around loose on the property or disturb others. Please also do not feed birds from windows, balconies or on the grounds.
7. Please do not install satellite dishes, outdoor aerials, signs, awnings etc without prior permission from the landlord.
8. Please do not use a grill on the balcony, patio or outside close to the building.
9. Please do not place flower pots or plant boxes on the outside of the balcony or deck railing, and do not shake carpets and bedding from the window or balcony.
10. Please do not smoke in the public areas of the property.

[contd...]

...Rules & Regulations

If you get disturbed:

In the daytime please call Solporten and speak to the caretaker of your building. In the evening or night please call the Disturbance Hotline instead. We will ask you a few questions to ensure we get all the facts right.

The following information is important to us:

- Who you think is doing the disturbing.
- What kind of disturbance is it, eg. a party, loud music, noise, screams, etc.
- When – the date and time when disturbance occurred.

Once we get that information, we will then contact the person causing the disturbance. In our experience, the disturbance usually stops after we speak to the person causing it. Very rarely over the years have we had to actually ask the offenders to terminate their lease. In extreme cases we would take the help of the authorities, Kronofogden, or Hyresnämnden, and if that happens you may need to testify– though you will be advised of this well in advance. Until then your identity and complaints are kept private.

In the daytime please call:

Solporten's caretaker: 08- 514 939 60

In the evening and night please call:

Disturbances Hotline for emergencies 08- 568 214 00

This hotline is open from 20:00– 03:00 weekdays and 20:00 – 04:00 on Friday and Saturday.

Our security firm will then be notified and will call you to get details about the disturbance. If necessary, they will go to the location immediately.

Apartment Renovations

If you would like Solporten to pay for the apartment's renovation you need to call our managers and ask for an apartment inspection. We will then make an assessment of the renovation. Often it is about re-painting or applying wallpaper in a room... or about kitchen appliances. We make an assessment to see if it is necessary to carry out those renovations or if we should wait to do them later. As a rule, we would like to budget the costs for the following year, which is why we would like to do the inspections latest by September.

We renovate appliances as long as it is economically viable to do so. When it comes to re-painting and new wallpaper, we assess the current condition and when the last renovation took place to see if it needs a change. We do not consider personal choice of wallpaper or colors. Do keep in mind that some wear and tear is normal in a rental apartment and if it is something one cannot live with then it is time for a renovation.

As a rule, you may re-paint or wallpaper the hall, bedroom and living room yourself, provided you choose bright neutral colors and that it is done professionally. Please call the manager before hand to match color codes. Painting on top of old wallpaper without having splattered joints is not considered done professionally. While considering re-painting and wallpaper, please keep in mind that when you move out you are obliged to return the apartment in its original or a better condition, and it is Solporten who will decide this.

If you are renovating the apartment yourself

Any renovations in the apartment should be done by a professional. No fixtures such as the closets, bathroom cabinets or hat rack should be removed. Baseboards, moldings, chamfers, window sills, window frames and wardrobes may only be painted white. Kitchen cabinets may not be painted dark. No extreme colors should be used for some finishes which might make the apartment less attractive. Please contact Solporten for the recommended color selection. Failure to follow these guidelines could make you financially liable for restoration when you move out or even earlier.

Water & Drainage

Preventing blocked drains:

- Discard coffee grounds and tea leaves in the trash – not down the sink!
- Discard cotton buds, sanitary towels and paper towels in the trash – not in the toilet!
- Remove hair and another things stuck in the bottom valve of the bathtub, sink and kitchen sink.

Clearing blocked drains:

The drain trap is the small bend in the drain pipe underneath the sink. Place a bucket under the drain trap. There must always be some water in the trap which acts like a water seal to prevent bad odors coming up to the apartment. Even the floor drain in the bathroom has a trap that must be cleaned periodically to prevent odors. Small blockages in the drain are easy to clear yourself. Use a suction drain cleaner which is available in regular stores. To make the cleanup more efficient while using the suction cleaner, cover the overflow hole in the sink to increase the suction. Alternatively, you can remove the drain trap and use a drain cleaning machine or a similar tool to clear out the drain.

Heating & Ventilation

By building regulations, the temperature in living areas should not be lower than 18°C. We try to maintaining a minimum temperature of 20°C, which is measured at a height of one meter in the middle of the room.

Air currents in the apartment

Air currents are a common problem that can be difficult to deal with. Air currents occur when a door or window is left ajar, or when the doors and windows need to be sealed. Air currents may also occur because of cold drafts. This happens when warm air is cooled down by a very cold windowpane and then sinks to the floor. The result is an air current in the apartment. Cold drafts are hard to get rid of. One way to avoid them is to rearrange the furniture so that you do not sit near a window, a balcony or a front door.

Thermal comfort and energy costs

About a third of the rent goes towards the energy cost of heating homes. This heating further contributes to the greenhouse effect since all heating generates greenhouse gases. So it is in everyone's best interest to keep energy consumption down!

If the air vents are clogged

If the supply air vents are clogged in a room it increases the air flow in other rooms and apartments. It will eventually lead to the kitchen hood not working correctly. It can also cause air to be stagnant in the stairwell which then brings in odors from other apartments.

Keep the vents clean

Ventilation works best if the vents are clean. Try to clean the vents about two or three times a year. You do not need to remove the vents to clean them, use a damp cloth to wipe them instead.

Signs that the ventilation isn't working:

- It smells stuffy.
- Condensation forms on windows.
- Mold starts growing indoors, typically in the bathroom.

Remedy:

- Ventilate often.
- Check air supply vents.
- Clean the air supply vents, filters and fans, and the cooking range hood.
- Try to locate the source of the odor and eliminate it. Mold can usually be cleaned with disinfectant.

Air trapped inside heaters

If there is trapped air in a heater, it prevents the hot water from circulating and spreading the heat around inside. To remove the air open the air valve at the top of the heater. This valve is opened by using a key which is available at Clas Ohlson. The trapped air in the heater escapes when the valve is opened. When the heater is free of air just close the valve again. It is advisable to hold a small bowl near the nozzle to catch any water that comes out. Contact Solporten's office if you need help with this procedure.

Airing your apartment

The most effective way to remove contaminated air and moisture in the apartment is by airing it. Try to air out the apartment quickly and effectively so that the apartment doesn't lose too much heat in the process. *[contd...]*

...Heating & Ventilation

Do not leave the kitchen window ajar while cooking since this will cause smoke to go into the apartment and in some cases even to stairwells and other apartments. If necessary, you can slightly open a window in the next room and open the door to the kitchen. In this way, the other rooms will be free of odors. Then after the cooking is done, close the door to the kitchen and open the kitchen window wide open for a minute to remove odors from the kitchen. Note: Please do not air the apartment by opening the door to the stairwell.

Fridge & Freezer

What temperature is normal?

Refrigerators should have a temperature of 4–8 °C. As the temperature decreases by one degree the power consumption increases by approximately 10 percent. Cold cabinets should be slightly warmer and have a temperature of 8–12 °C. The freezer should be about -18 to -20C.

Keep it cool:

- Thaw frozen foods in the refrigerator instead of the microwave – it will help the refrigerator stay cool and use less energy while thawing the food.
- Let food cool down before refrigeration. If you put hot food in the fridge it heats up the food that is already in there.
- Pack the frozen foods tight. This will help them last longer and will require less energy to stay frozen.
- An empty refrigerator or freezer uses more energy than a well-stocked one.
- Do not keep the freezer or refrigerator door open longer than is necessary.
- Defrost refrigerators and freezers regularly.
- Vacuum the back of the refrigerator and freezers.

Defrosting

When ice builds up in refrigerators and freezers they use up more energy to stay cold. So it helps to defrost the freezer regularly. The same goes for the refrigerators that are not self-defrosting.

How to defrost:

- Empty refrigerators and freezers.
- Turn off the electricity with the button located inside the refrigerator and freezer. Look in the manual if you are unsure.
- Leave the door open and let the ice thaw by itself. Do not use a knife or sharp objects or you may risk puncturing the delicate tubes inside which will result in the gas escaping. Tenants in the past have had to pay for a new freezer because of damages like this.
- Set a bowl close to the refrigerator and freezer so that water does not run out on the floor.
- The tubes that are behind or under the refrigerator or freezer are there for dissipating heat. Cleaning and vacuuming near these tubes will keep them working effectively and keep energy consumption down. Sometimes when a refrigerator or freezer doesn't cool down, all that is needed is to clear the tubes from dirt and dust buildup.

Garbage Disposal

The collection of household trash is coordinated across all the properties. Electrical items or hazardous materials may not be disposed of as household trash. The same goes for glass, metal, packaging or trash that is large, heavy or bulky. Please visit your commune's website for more information on garbage disposal.

In the waste paper containers placed on our properties, you may dispose of newspapers, magazines and periodicals, flyers (printed matter) and office paper. Cardboard boxes and similar things should not be disposed of in waste paper containers.

TV, Telephone & Internet

Solna, Sundbyberg and Stockholm**Tel:** ComHem 0771-55 00 00**Customer Service:** kundservice@comhem.se**Enköping (Fjärdhundragatan)****Internet:** LidénData 0171-420001**Cable TV:** Bredbandsbolaget 0770-777 000**Enköping (Västerviksgatan)****Internet:** ComHem 0771-55 00 00 and also Lidén Data 0171-420001**Cable TV:** ComHem 0771-55 00 00

Security Doors

We offer tenants in Solna, Sundbyberg and Stockholm the option of installing a special security door to replace the original wooden door.

Advantages of a security door:

- After conducting tests, the Police are very satisfied with the strength of these doors.
- Another advantage is that it better insulates apartments from noise coming from the stairwell. Tests have shown that these doors cut noise by as much as 35 decibels, which is a normal conversation level.
- Most insurance companies also charge less to insure homes that have security doors installed.
- Fire tests have shown that a security door can withstand a direct fire for up to 30 minutes, which is significantly longer than a wooden door.

Price

Installing a security door to your apartment will increase your rent by 145 SEK per month.

Get a security door:

- If you are interested, please call us on 08-51493960, or email us.
- We will send you a contract that needs to be signed and returned to us.
- We will then order the door from Svenska Skydd, who will contact you and book a time for installation. It takes approximately two hours to install.

Please call us on **08-51493960** if you have any questions.

Laundry Room

To use the laundry room you need to first book a time on the booking board just outside the room. People with bookings are entitled to use the washing machines for the duration of the time booked. So it is important that you don't use the laundry room just because the room is empty, but need to first check that no one else has a booking and make a booking for yourself.

Everyone using the laundry room is responsible for keeping it clean and tidying up after use.

You and your neighbors

We have all had annoying neighbors at one time or the other. But how much disturbance should we put up with and when is it time to make a complaint?

There are two parts to the problem. First it's about how the apartments are designed, and then it is about the way people live and what they should and should not do while living in apartment buildings.

The apartments were designed to a certain building standard that was applicable when the apartment was built. Although this standard is met, it does not mean that we can demand complete silence inside. Building completely quiet apartments would be so expensive that nobody could afford to live in them.

So living in apartment buildings is about being respectful and considerate to your neighbors. Some people live alone and so have relatively quiet lives. Others have large families, with kids and pets and so understandably would have a noisier life. If you are disturbed by a neighbor the best way to handle it is to talk to them about it. This usually sorts the problem out, but if that doesn't help please contact the Solporten office and we will handle it. If the problem persists after repeated warnings it could lead to the offending tenant's lease being terminated.

When you move out

Terminating your lease

You may terminate your lease by filling up the designated section on your lease document, or on a copy of it, and submitting it to the Solporten office. The lease termination section is usually found on the back of the lease document. The tenant together with the husband, wife or sambo need to sign it. If you know your new address please fill that in as well. When we have received your termination we will countersign it and fill in your last day of lease. If you are also giving up any parking or garage spaces the appropriate contracts need to be terminated as well. The notice period for parking and garage spaces are usually three months.

Apartment inspection

When you terminate your lease we carry out an apartment inspection and a final cleaning inspection. You need to be present for both these inspections.

We will contact you to schedule a time for the first inspection, during which we will check to see that the apartment has not suffered excessive wear, and that everything that belongs in the apartment is where it should be. We also check that no notable changes have been made that make the apartment unworthy of being leased. If, for example, you have painted something in a different color without prior permission, you are liable for the cost of restoration. It doesn't matter if you as a tenant believe that repainting improved the apartment. Holes, marks and blemishes that are a result of installing mirrors, shelves, frames etc. will need to be repaired and restored. A list of anything else that needs to be repaired or restored will be furnished after the initial inspection. The repairs will need to be carried out before the final inspection.

After the first apartment inspection we can decide on a date for the final cleaning inspection. The apartment can be handed back to us after completion of the final [contd...]

...When you move out

inspection. To assist in the cleanup, listed below is a guide and checklist of what has to be cleaned. In cases where the cleanup is inadequate or not possible, we use a cleaning company, the costs of which are then invoiced to you. At this handing over, the whole apartment, balconies and storage areas need to be emptied of everything that does not belong there. The hat shelf, bathroom cabinet, toilet paper holders, curtain fittings, smoke alarm and anything that belongs in the apartment should be left behind.

Please note: While you vacate the apartment you also need to clear your storage areas.

Tips on Cleaning the apartment

The following are tips and a checklist of what should be cleaned up. Kindly make sure the apartment is left neat and clean for the next tenant.

Kitchen

- Draw out the cooking range and clean the back, sides, the wall, cabinet sides and floor.
- Top of the cooking range along with the hot plates.
- Insides of the oven, the door and the accompanying trays, grills etc.
- Cutting boards and counters.
- Light fixtures should be dismantled and cleaned.
- Kitchen cabinets inside and out. Do not forget the edges of the cabinet doors.
- Air vents or fans.
- Refrigerator, freezer and cold cabinets must be cleaned inside and out, as well as behind.
- Note: If the fridge or freezer is turned off the doors should be left open.
- Any painted surface which is greasy should be wiped clean.
- The sink, disk rack and tiles.
- Vacuum and mop the floors, molding and trimming, the heater, switches and sockets.

Bathroom

- The bathtub needs to be scoured and cleaned, along with the floor below.
- Drain under the tub.
- Toilet, seat, in and around along with the flush.
- Wash basin, faucets etc.
- Walls, floors, molding and trimming, all cabinets, mirrors and pipes.
- Water trap of the sink should be unscrewed and cleaned.

Other rooms

- Vacuum and mop all floors, molding and trimmings.
- Windows inside and outside.
- Wipe the walls, ceilings, radiators, air vents, switches and sockets. Remove any stickers from tiles etc.
- Clean painting around windows and window sills.
- Window trimming. [contd...]

...When you move out

- All doors, door frames and panels. Vacuum and wipe down all closets and other storage areas inside and out.
- Attic, basement storage, and please give Solporten your storage area number.

Other

- Please remember to hand over all keys including the laundry room keys or reservation tumblers.

Changing apartments

It is possible to change apartments if you have a valid reason to do so. It shouldn't inconvenience the landlord and there should be no objections to the change. This also applies to rental apartments where tenants intent to live permanently.

Stricter rules for changing apartments

On October 1, 2019, new rules apply to apartment exchange and trade in leases. The following are the most important rules you as a tenant and exchange party should know about:

Apartment changes always require authorisation

- As a tenant, you always need authorisation from the landlord to change your apartment. The information in the exchange application must be true and the exchange should take place accordingly. No significant information should be omitted.
- You and your exchange partner should both have lived in the apartments for at least one year.
- A change of villa or owner occupied flat is not allowed.

Leases on the Black Market

- It is forbidden to trade in housing leases for unauthorised compensation.
- A tenant who sells a lease or who pays a tenant or black market broker for a lease is committing a crime and will lose the tenancy immediately. The penalty is a fine or imprisonment for two years. If the crime is serious one can be sentenced to prison for four years.

National Registration

- You must be registered in the country where you live.
- It is a crime to submit incorrect information or to fail to notify changed tax records to the Swedish Tax Agency when you move. The sentence is a fine or imprisonment for a maximum of six months.

The application for a change should be made at least two months in advance. The tenant applying to move should include with the application, references on work and current status. Before permission for the change is granted, the apartment must be inspected. The inspection can be booked over the phone.

The current tenant needs to be present for the inspection. Before moving out, the tenant is obliged to pay for any damage to the apartment which is not from normal everyday use. As the new tenant approves and accepts the apartment, they are then also responsible for the apartment from then forward. They will be responsible for any damage caused by the previous tenant.

Parking places are not attached to the apartment lease and so, are not a part of the move. If the apartment has any special enhanced features which increased the rent, this will then mean an increase in rent for the new tenant as well. These details can be discussed and agreed upon at the inspection. Enhanced features in an apartment include special floors, remodeled bathrooms or kitchens, and security doors.

Applications and documents should be sent or handed to the Solporten office.

If you are looking to switch to another Solporten apartment you may send a request to the office. Many people have applied to move to a larger apartment, while almost no one wants to move to a smaller one. So for moving to larger apartments we suggest you find a different option.

Sublet your apartment

Permission from the landlord

Tenants seeking to sub lease their apartment to another person must always get authorisation from Solporten. Without authorisation, you may not sub lease your apartment.

House guest or sub lease tenant

You do not need authorisation to have a house guest, or for someone living in with you. You have the right to receive whichever guests you want in the apartment as long as the you are still living in the apartment. You will be responsible for your guests and boarders and normal rules and regulations should be followed. In the case of boarders, you may only charge a proportionate part of the total rent that you pay to the landlord and the combined rent may not exceed the rent you pay to the landlord.

Sometimes it is difficult to differentiate between a boarder and a second-hand tenant. If the apartment is given out to someone along with an independent right of use, it will be considered to be a sub lease or second-hand and so would require permission. Even an apartment sub let without any rent (eg. to a relative) requires Solporten's authorisation.

Stricter rules for renting out in second hand

From October 1, 2019, new rules will apply to sub letting your apartment in second hand. If you rent out your apartment for a higher rent than what you pay yourself you can forfeit your own lease, and if you fail to get authorisation but go ahead and rent out your apartment for a higher rent it is a criminal offence. The following are important rules that the tenant and second-hand tenant should be aware of:

A second-hand rental, or sub-let, always requires authorisation

- You always need authorisation from the landlord to sub let your apartment to a second hand tenant. If you rent out your apartment without authorisation you risk forfeiting your own lease without warning or getting a chance to retract the mistake.

You may not charge a higher rent than what you pay yourself

- The second-hand rent must not be higher than the tenant's own rent with an extra 15% for furniture and actual costs like electricity and broadband.
- If you charge your second hand tenant an extra high rent you risk losing the apartment without warning.
- Additionally if you rent out your apartment without permission and for an extra high rent, you risk a fine or imprisonment for a maximum of 2 years.

National Registration

- Once a second-hand rental has been approved, the tenant may change the population registration address, provided that the lease period is short (about one year).
- The second hand tenant is recommended to register at the apartment which he will rent.

Didn't find what you were looking for?

Contact us at the office:

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