

Policy and Rental Rules

For those who wish to rent a flat from Surahammarshus Förvaltnings AB or who already do so

Surahammarshus Förvaltnings AB is a public-service residential-housing company owned by the Municipality of Surahammar. The purpose of Surahammarshus is to provide – on market terms – safe, attractive and sustainable housing for all.

Applying for a dwelling

Surahammarshus uses digital rental software, and all our unoccupied dwellings, garages and parking spaces are presented on our website: **www.surahus.se**

Those in search of a dwelling must register on the website and then actively apply for a dwelling.

Any applicants who lack Internet access may call the Surahammarshus rental service at 0220-46770.

A person who lives with, or wishes to apply alongside, an applicant must create his or her own account in our digital housing queue.

Our starting point is that the person who has spent longest in the queue will be offered to sign a rental contract on offer. In addition, our rental activities must be carried out in such a way that neither our mission, the company's finances or the safety and security of our housing areas are jeopardised. For this reason, we apply a number of basic requirements in terms of applicants' personal or family finances, references and purpose of concluding the contract.

Assessment of customers

Anyone who is 16 years old or above may register as an applicant.

To be able to declare an interest in a flat and to sign a contract for a flat, a registered applicant must:

* be at least 18 years old

* have a valid income to pay the rent for at least six months from the moving-in date.

Applicants must not have any rental debts, any other records of non-payment or any other complaints against their person. In addition, applicants themselves are responsible for ensuring that their application contains the information that Surahammarshus will need to perform an assessment of the applicant and to approve him or her as a customer.

The applicant must be a person who intends to live in the flat and register officially as a resident there. A customer may hold the contract for only one flat.

Applying for unoccupied flats

Apply for the flat that best suits your wishes. You may declare an interest in no more than five objects at the same time. Each flat will be published for at least five days.

Attending flat viewings

When you are invited to attend a flat viewing, you must always confirm by e-mail. Flat viewings are always held during office hours. Several applicants may be offered to attend the same flat viewing.

If, during a twelve-month period, you have received flat offers and not responded to three of them or have failed to show up for three flat viewings that you had been invited to attend, you lose your queue seniority, which reverts back to zero.

Allocation of contracts

An offer to sign the rental contract will be made to the person who has spent longest in the queue of those who have had their income approved after a check, have good references and have no records of non-payment according to the credit check performed. If requested to do so, you must show confirmation from your present landlord that your flat with them has been terminated. Starting from the day when we offer you to sign the contract, you have five working days to sign your contract and return it to us. If the contract is not returned within the time indicated, we will offer the flat to another applicant instead.

When you sign a contract for a flat, your queue seniority *reverts back to zero*.

You also lose your seniority in the queue if:

- you change your mind after you have signed a contract;
- during a twelve-month period, you have declared an interest three times but not told us that you did not want those flats, or you have failed to show up for three flat viewings that you had been invited to attend;
- if you do not log in to the website during a twelve-month period.

1. Conditions for renting a dwelling

There are certain conditions that future tenants must meet in order to be allowed to sign a contract for a flat.

You have to be an adult in the legal sense, which means that you must be at least 18 years old.

You have to have a Swedish personal identity number.

You cannot have any debts to Surahammarshus or to another landlord.

You must not have any records of non-payment or unpaid debts for the past 12 months.

You need to have good references.

The person signing the contract must live in the flat and be officially registered as resident there.

With regard to the number of persons who will be living in the flat, please refer to the section entitled "Number of persons living in the flat".

You cannot hold contracts for more than one flat.

Subletting (renting out to others) is not allowed.

You must have valid home insurance during the entire term of the contract.

You must have a valid agreement with an electricity supplier from and including the date of the contract.

Income-related conditions

If requested to do so, you must submit written certificates proving that you have a **net income** which at least equals **your rental cost + your normal amount per month** in conjunction with the signing of the rental contract.

The "normal amount" is the amount that, according to a decision by the Swedish Enforcement Authority, must be left after you have paid your rent, so that you can cover your other regular living expenses. For examples, please refer to the Appendix to the Rental Policy.

Acceptable income and benefits

Surahammarshus accepts the following types of income when it comes to signing rental contracts. If requested to do so, you must submit written proof of income. Where necessary, we may ask you to submit pay slips and/or money orders or decisions retroactively for a month.

Net income refers to having an income after tax, for at least six months after the date of the contract, that enables you to pay your living expenses, in the form of:

- Permanent employment
- Temporary employment/temporary work/trial-period employment/project-based employment
- Unemployment benefit (at least 180 days of benefit remaining)
- Sickness benefit (invalidity pension)
- Old-age pension or elder benefit
- Other benefits (pregnancy benefit, illness benefit and disability benefit)
- Investment income (interest or yield on own capital counts as income, cash in the bank does not)
- Student grants and student loans

Checks of debts and records of non-payment

Before you are offered to sign a contract for the flat you have applied for, a credit check relating to you will be performed. This check shows whether you have any records of non-payment or any current debts.

- You will not be offered to sign the rental contract if you have any records of non-payment or any existing back-rent debts to Surahammarshus or any other landlord.
- You must not have any unpaid debts or any records of non-payment from the past 12 months. If you have paid a debt to the Enforcement Authority, you must show a record of payment of that debt before you agree to a flat offer.

We also perform credit checks on current tenants, for example when they wish to change to a more expensive flat. If you are a current tenant and have paid your rent too late in the past six months, you may only change to a new flat which is cheaper than the one you have today. If you want to rent a flat for which the monthly cost is higher than the monthly cost of your present flat, you must not have paid your rent late at any time during the past six months. If you have existing debts to Surahammarshus, you must pay them before you can have a new flat.

Your previous relationship with Surahammarshus

It is important that you have handled your previous relationship with Surahammarshus well. If we have any complaints, we may refuse to sign a contract with you.

Number of persons living in the flat

There are guidelines for the number of persons (adults and children) who may live in a flat or be officially registered as residents there. The number of persons who will be living in the flat must be reasonable given the size of the flat. This is because Surahammarshus AB wishes to prevent unhealthy living conditions. When you are offered a flat, these guidelines are taken into account.

Flat	Maximum number of persons
1 room + kitchen(ette)	2 adults + 1 child
2 rooms + kitchen(ette)	2 adults + 2 children
3 rooms + kitchen	2 adults + 4 children
4 rooms + kitchen	2 adults + 5 children

Table 1: Maximum number of persons by flat type

The following is seen as not having handled the relationship well:

- Mismanagement of a flat
- Causing serious disturbance to other tenants
- Subletting (renting out to others) without permission
- Threats/violence to Surahammarshus staff
- Threats/violence to other tenants
- Eviction
- Abandoning a flat
- Making false statements

References from your previous landlord

If we request you to do so, you must present good references from your previous landlord when signing a rental contract. If you are already a tenant with Surahammarshus, we will carry out an internal check with regard to rent payments and conduct.

2. Rental contract

If a flat is allocated to you, Surahammarshus will contact you by telephone or by letter or e-mail. From that point, you have five working days to sign the rental contract. During that period, you have a duty to be available if you have accepted a flat. If you do not sign the rental contract within the agreed time, Surahammarshus has the right to cancel the contract and offer the flat to the next person in the queue.

If you have not signed the rental contract, you may change your mind even if you have accepted the flat offer. However, if we have signed the contract, your seniority in the queue will have reverted to zero, and then you cannot recover your seniority. If the rental contract has been signed and you want to change your mind, the normal rental rules apply, i.e. three months' notice.

3. Priority for dwellings

Surahammarshus does not have any separate priority queues.

When you have a rental contract

Subletting (renting out to others)

Surahammarshus does not allow subletting.

After 1 October 2019, tenants who sublet will be evicted without a warning.

Transfer of a rental contract

A tenant may transfer his or her rental contract only if there are valid reasons for doing so. In addition, the tenant and the person to whom the tenant wishes to transfer the contract must permanently share a household. That person must have been officially registered as resident at the address, and have lived together with the tenant, for at least three years. The transfer can take place, at the earliest, two calendar months after Surahammarshus has received a complete application.

A transfer can never take place if the holder of the contract intends to go on living in the flat. A lodger is not entitled to take over a rental contract, and a friend can never be classified as “close” or “next of kin” in this context.

Please contact our customer service for examination of any matter relating to the transfer of a rental contract.

The following basic requirements must be met in order for a transfer to be possible:

- Separation – one holder of the contract: The person who is taking over the contract for the flat must have been officially registered as resident at the same address for at least three years; a check will be made with the population registry. The person taking over the flat must meet the basic conditions for renting, and that person’s seniority in the queue reverts to zero.
- Death: In the case of death, the husband or wife may always take over the rental contract. Where the decedent is the sole holder of the contract, a transfer may take place provided that the survivor has been officially registered as resident at the same address for three years. For a transfer to be permitted, the basic conditions for renting must be met. In the case of death, the survivor keeps his or her seniority in the queue.

4. Termination of rental contracts

The contract for a flat must be terminated three calendar months before moving out. However, there are some exceptions where we do not apply the normal period of notice:

- In case of death, the period of notice for the decedent’s estate is one full calendar month.
- In case of moving to an assisted-living facility or a residential home for the elderly, the period of notice is one full calendar month.

To terminate a rental contract, the moving-out confirmation form (“Uppsägning av hyresavtal”) must be signed and valid contact information must be provided to Surahammarshus.

The first day of the subsequent month counts as the starting date of the month indicated as the termination month.

The keys must be returned not later than at noon on the first weekday after the contract has ended. The flat and any associated spaces must be left in a carefully cleaned condition. If the landlord does not approve the cleaning when inspecting the flat, you will be charged for any additional costs that may arise.

5. Taking care of the flat and any associated balcony/patio/terrace

You have to take good care of your flat and of any associated balcony/patio/terrace. The balcony/patio/terrace is to be cared for in the same way as the flat. Such surfaces are not intended for storing objects or rubbish. If this rule is broken, it may be grounds for termination of your rental contract.

Detailed information about this can be found in the Outdoor Environment Policy of Surahammarshus.

6. Inspections

Surahammarshus performs inspections of three types:

A time for a preliminary inspection is booked when the contract for a flat is terminated. This inspection is normally carried out within one or two weeks from when notice of termination is given. It involves an assessment of normal and abnormal wear and tear. Any criticisms made must have been remedied for approval at the moving-out inspection.

When notice of termination is given, a time is also booked for a moving-out inspection. This involves Surahammarshus inspecting the cleaning carried out ahead of moving out to ensure that the flat will be in an acceptable condition when it is returned. If the cleaning is not approved, a cleaning company must be called in, for which the outgoing tenant will be charged. Any abnormal wear and tear must be remedied within the period of notice. Where it is not, any restoration costs incurred by Surahammarshus will be charged to the outgoing tenant.

A time for a rehousing inspection must be booked immediately when a tenant is going to move within the housing stock of Surahammarshus. A rehousing inspection is the same as a moving-out inspection, except that the outgoing tenant must pay any costs relating to abnormal wear and tear within seven calendar days in order to be allowed to sign the new contract.

Appendix to the Policy and Rental Rules

For 2020, the normal amount is the following:

Single adult	SEK 5,002
Married couple living together or cohabittees	SEK 8,264
Child up to the age of 6	SEK 2,654
Child aged 7 or more	SEK 3,055

Table 1: Summary of normal amounts for 2020

Some sample calculations:

- **1 adult** wishing to rent a flat for SEK 5,000 per month needs to prove total income and benefits of SEK 10,002 per month after tax (net of tax).
- **2 adults with 2 children older than 7 years** wishing to rent a flat for SEK 9,000 per month need to prove total income and benefits of SEK 23 374 after tax (net of tax).
- **1 single adult with 2 children (4 and 8 years old)** wishing to rent a flat for SEK 7,000 per month need to prove total income and benefits of SEK 17,711 per month after tax (net of tax).

If you are already a tenant with Surahammarshus and wish to change to a more expensive flat, you must present a certificate of income. Further, you cannot change flats if we have any complaints about you (repeated disturbance or late payment of rent in the past six months) or if your old flat does not pass the rehousing inspection.