



## Local rules of conduct for members and tenants April/2018

Our association is a Tenant-owner association ("Bostadsrättsförening") whose operational form is based on commitment and responsibility from the members.

In order for us to have a pleasant and cost-effective living, it is important that all members stay informed about the association's affairs and are willing to participate in the association's work.

This can, for example, be done by carefully reading the information sheets that are regularly put on the bulletin boards in the stairwells and/or distributed in the mailboxes, attend the AGM and approve nominations for election to the Board.

It is also important to regularly visit and read news on the association's website: [www.ekensberg4.se](http://www.ekensberg4.se)

The association also has a Facebook group. You can apply for membership in the group, see information on the homepage.

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## **Laws**

In the Tenant-owner Act (1971:479) and the Act (1987:667) on Economic Associations, you can read what applies to our association.

## **Statutes**

The association's statutes can be found on our homepage. The statutes contain, among other things, very important legal information. In the statutes your rights and obligations as a member in our association are regulated. Violation of the statutes may result in termination of your membership in the association.

As an individual member you can influence your accommodation conditions by submitting motions for voting at the AGM. Motions shall be forwarded to the Board in advance in accordance with the information given in the notice of the AGM.

The association assumes that those seeking membership and buying a tenant-owner right also intend to live in their apartment. If this is not the case, the Board has the right to refuse a membership application. The Board is also entitled to revoke a membership if the apartment is used for purposes other than what the statutes state (the "Right of Use" is forfeited). If the apartment is used to a significant extent for business purpose, or is used for subletting without the permission of the Board, then these are two examples of statute offences that give the Board the right to revoke a membership

## **Subletting**

If you want to use your apartment for subletting, you must have permission from the Board. A permit can normally only be granted for the following reasons:

- \* Documented work in another location
- \* Documented studies in a different location
- \* Care of relatives in another place
- \* Disease
- \* Military service
- \* When moving to live together with somebody (during a trial period)
- \* Other noteworthy reasons

The Board may limit the rental period. The written application for authorization must be submitted to the Board well in advance and at least two months before the planned rental period.

If you rent out your apartment without the Board's approval, you can, according to the Tenant-owner Act, lose your "Right of Use" and your membership in the association can be revoked.

In case of subletting, the legal responsibility for the apartment remains with the owner.

## **Maintenance responsibility**

The maintenance responsibility is stated in chapter 7; 2 §, 4 § and 12 § of the Tenant-owner Act. It is mainly 12 § that states your responsibility as the owner of the apartment.

According to these provisions, the responsible person (i.e. the association or the tenant-owner), shall take the necessary steps to repair and maintain the apartment and is also required to pay all costs incurred.

The general rule state that you should keep the apartment in good condition at your own expense. The Tenant-owner Act does not specify the full meaning of the term "in good condition", but the question is assessed on the basis of the age of the house, among other things. You are also responsible for ensuring that all maintenance work is done in a professional way.

The responsibility for maintenance applies regardless of whether the damage was caused by your own negligence or by somebody else or by accident.

The chapter entitled "Bostadsrättshavarens rättigheter och skyldigheter" in the association's statutes describes who is responsible for what in the apartments, i.e. the association or the tenant-owner.

Tenant-owners are always responsible for facilities not installed by the association and/or for facilities installed by a former tenant-owner.

### **Responsibility for rental apartments (owned by the association)**

You are financially and practically responsible for the apartment. If an error or damage arises in the apartment, you are obliged to report this to the Board.

Whether you rent help or perform painting work, wallpapering and so forth on your own, or install additional equipment, it must be done with professional quality. As a tenant of the association, you are also responsible for damages and disturbances that you, your family or your visitors cause.

### **Insurance**

The tenant-owner is always responsible for what is happening in and around the apartment.

If you are a tenant-owner, you must have a home insurance with a tenant-owner supplement and you must subscribe it yourself.

The association's property insurance only covers damage related to the property's common areas.

### **Sale/Transfer**

See information under "Vid försäljning/Avgifter" ("Överlåtelse- och pantavgifter") on our homepage.

### **Water damage**

If you suffer a water pipe damage, take immediate contact with both the Board, the property manager and your insurance company.

If you suffer a water pipe damage due to a neighbour, do the same thing and furthermore contact your neighbour.

Water pipe damage means that cold and/or hot tap water has leaked out and caused damage in the apartment. You are responsible for repairing the damage if it has occurred because of your own negligence or negligence by anyone else who belongs to your household or who is visiting you or through negligence by someone who has performed work on your behalf.

### **Fire damage**

Carefully read the association's "Brandskyddsregler" on our homepage.

You are only responsible for the repair of fire damage and the costs thereof if you have caused the damage or have failed in the care and supervision that you should have observed in accordance with our fire protection rules.

### **Renovation**

This section is currently only applicable when removing old linoleum carpets.

Tenant-owners who are renovating and wanting to remove old linoleum carpets must be extra careful since harmful substances can be released.

It is important to always contact the Board when you want to remove old linoleum carpets. Hire authorized craftsmen!

In the case of selling a tenant-owner right (apartment), the seller must inform the buyer that it is necessary to contact the board beforehand if the buyer plans to remove old linoleum carpets.

### **Noise**

In a multi-family house, people live with different habits. Normally this does not lead to any major problems. But sometimes a neighbour can become disturbing in a way that we react to.

If it does not help to talk to the person in question, you can turn to the Board for help.

By law, we are always obliged to show our neighbours consideration and disturb them as little as possible. Special consideration shall be shown at the times most people are assumed to sleep. If you are going to put up a painting, drill up a hook or perform something else that causes noise, do it during daytime (read more about renovations below).

Within our association, special consideration must be shown between 10:00 p.m. and 08:00 a.m. on weekdays and between 10:00 p.m. and 10:00 a.m. on Saturdays, Sundays and "bank holidays".

Here are some examples **when we need to apply noise consideration**:

- When using your own washing machines and tumble dryers: the same times as above apply
- For everyone's comfort, major renovations in the apartments (to hammer, machine grind, drilling, sawing, etc.) can only be made during the following times: weekdays between 08:00 a.m. and 08:00 p.m. and between 10:00 a.m. and 06:00 p.m. during all weekends.
- See below under "The laundry rooms".
- Parties: Parties and loud sounds are by far the most common cause of complaints from neighbours.

Never place the loudspeaker directly on the floor or against the wall. Add an insulating material between the speaker and the floor/wall and turn down the base.

Put a message on the bulletin board at the entrance that says you will have a party. You can even contact your nearest neighbours and tell them about your party.

As stated above it must be quiet on weekdays between 10:00 p.m. and 08:00 a.m. and during all weekends between 10:00 p.m. and 10:00 a.m.

Ignoring this and playing music or otherwise disturbing the neighbours on late evenings and nights may result in the Board deciding to revoke your tenant-owner right. Thus, the Board can force a disturbing person to move. In this respect, the protection is weaker in a Tenant-owner association than in an apartment building.

Before contacting the Board, you should first try to contact your neighbour with your complaints. If you feel that this does not help, and you are repeatedly disturbed, you should inform the Board in writing of the name of the neighbour, his or her apartment number, the date and time when you have been disturbed and how you have been disturbed.

If the situation becomes acute and untenable, call the police and make a notification.

### **Consideration**

Do not store bicycles, sledges, prams, shoes, boots or door carpets outside your apartment. This is a requirement from the fire protection authorities. Our cleaning company may also have problems in fulfilling their commitment because of these obstacles. Even your neighbours can be disturbed.

You can smoke at home or outdoors. Always show consideration to your neighbours. You must not smoke in the laundry room or in the basement, nor in the attic because of the fire hazard. Smoking in the stairwell or in the elevator is also not allowed. If you smoke outside the house, you yourself must pick up the cigarette butts. Throwing cigarette butts or packets from the balcony is of course forbidden!

Think of our common comfort by not littering the stairwells or in the laundry room - nor in other areas indoors neither outdoors around our house. Notify the Board if you have comments on our cleaning service.

### **The laundry rooms**

Opening hours: Monday - Saturday 8:00 a.m. – 9:00 p.m. with drying time until 10:00 p.m. and on Sundays 9:00 a.m. – 9:00 p.m. with drying time until 10:00 p.m.

For the sake of comfort, all must leave the laundry room in the condition you yourself want to find it when you are going to wash. Everyone must clean up, even in the detergent dispenser and, above all, the lint in the tumble dryers must be removed, not least because of the fire hazard of overheating due to fluff that clogs the air circulation. When you wash a bra, you must use a washing bag otherwise it can get stuck and you can damage the washing machine.

The bins in the laundry rooms are intended for fluff and minor waste. Detergent packages and rinse bottles must be removed from the laundry rooms by ourselves.

### **Garbage sorting**

See detailed information on the homepage!

### **Fire hazard**

Please note that smoking is strictly forbidden in the basement and in the attic because of the fire hazard.

Furniture and other combustible materials must not be stored in staircases, in corridors, in the basement or in the attic. Due to the fire hazard and for evacuation reasons it must be arranged a transport to remove the combustible material and to the extent that the origin can be identified, the owner will be charged for all costs.

### **Bikes**

Bicycles that are locked to gutters or fences often stand in the way of commercial traffic and are likely to be removed.

The Association assumes no responsibility for bicycles that are damaged or must be removed due to improper placement. The owner risks being forced to pay for the necessary transport.

### **Garage**

Our garage is intended as a parking space for cars or motorbikes and should not be used as a storage area for any material other than car tyres (if sufficient space is available within one's own parking space).

A termination of a rented parking space shall be submitted in writing to the Board no later than three months in advance.

It is strictly forbidden to store any flammable material in the garage. See our fire protection rules on the homepage!

### **Pets**

If you have pets or have friends visiting you with their dog or cat, make sure the animal is on a leash when they are in the building (outside your apartment) or outdoors around the building.

The animals must not pollute around our house or in the property's premises, but if an accident happens, you must remove the remains. Do not open to let in unknown animals into the property's premises!

### **BBQ**

It is not allowed to barbeque on the balcony with any kind of barbeque that have open flames, e.g. charcoal.

If you have no balcony above yours (if you live on the 6<sup>th</sup> floor), a gas barbeque can be used. The same applies if you have a terrace.

### **Kitchen fans**

It is forbidden to connect all kind of fans to the ventilation contained in the property.

The only equipment that can be connected to the valves are devices that only have a damper (but no fan).

Thus, a carbon filter fan for recirculation may be mounted in the kitchen but may NOT be connected to the ventilation valve!

### **Bulletin boards**

The bulletin boards in the entrances are available only to the association and its members.

Third party advertising is taken down.

### **Antennas**

Antennas must not be mounted on the association's property without the permission of the Board. This also applies to satellite dishes.

### **Aerial sockets**

Our aerial sockets from COMHEM are carefully mounted and measured for the correct balance and damping.

If someone installs an extra socket, the signal to everyone else who is connected through the same cable loop will become weaker.

If someone moves their socket and thus extends the cable length, the same applies. Additionally, the auxiliary cable can act as an antenna and bring in external interference in the existing cable loop.

Consequently, do not try to do this kind of work yourself. Hire a professional instead.

### **Flower boxes**

Flower boxes must be hung on the inside of the balcony railing. This is to eliminate the risk of injury to passers if the flower box would fall down from the balcony.

### **Outdoor torches**

Outdoor torches may not be used at all.

### **Burglary**

If you yourself have been exposed to burglary or attempted burglary, report this to the police. Please also notify someone on the association's Board (please see contact information on our homepage).

If you happen to discover a burglary or attempted burglary, for example in someone's basement storage, please also notify the Board.

See also under "Neighbourhood cooperation" ("Grannsamverkan") on our homepage.

### **Apartment number**

Your apartment has a number on the door list on the outside and in the apartment contract (a three-digit association number) as well as a civil registration number (a four-digit number) next to your name on the name board just inside the entrance on the ground floor.