

Arrival information KANTORSGATAN

Spring 2021

Check-In

The earliest time you will be able to collect your keys is at **14:00** (2 pm) on the first **weekday** (mon-fri) of your leasing agreement. Your room will be available from **15:00** on the same day. Make sure you are well informed of the dates in your leasing agreement. Below you find detailed arrival information depending on what date you arrive in Sweden. Remember to bring your passport or ID-card to the check-in location.

Arrival – Pick up your keys

You must collect your keys at Lås- & Säkerhetscenter.

Office address: Kungsgatan 107

Opening hours: Mon-Fri 07:00-16:00 (closed for lunch 11:00-12:00)

NOTE! If the first day of contract is on a week-end or public holiday the keys are only available for collection from 14:00 on the following week-day.

Late arrival

There is no late arrival opening service. If you come outside the Opening hours of Lås- och Säkerhetscenter you have to plan your stay at a hotel or hostel. Alternatively you can send someone else to collect your keys on your behalf during regular opening hours, see section "Power of Attorney".

Power of Attorney

You must collect your keys in person. If this is impossible you can write a power of attorney for a trusted friend or colleague. He/she must bring a printed copy when collecting the keys on your behalf. The document must contain all the following information, if it is incomplete the keys will not be handed out (there is a template on our website that you can use):

- Address and room number, expected arrival date
- Your full name and birth date
- Full name, birth date, telephone number and e-mail address to the person collecting your keys instead of you.
- Your signature
- Copy of your ID-card or Passport