

Housing guidelines for apartments at Mejerigatan and Fältgatan in Visby



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Welcome to Gotland and Visby

Uppsala University Campus Gotland is located in Visby, the island's main town. For further information on the island, visit the official Turist Bureau webpage: www.gotland.com

Uppsala University Housing Office

Uppsala University Housing Office (UUHO) rent the apartments on Fältgatan and Mejerigatan on Gotland, in Visby from the house owner GotlandsHem and sublets them to international students at Uppsala University Campus Gotland.

UUHO is working as a non-profit assignment from the University. If you have any questions you are of course welcome to contact us, but we expect you to have read the information in this booklet first. Many people contact us in the beginning of every semester (August, September, January and February). During these months it might take a while before we can get back to you.

Uppsala University Housing Office sincerely hopes that your stay in Gotland will be rewarding! More information at:

www.housingoffice.se

www.campusgotland.uu.se

About Fältgatan and Mejerigatan

Uppsala Housing Office rents 53 housing units of GotlandsHem at Mejerigatan and 17 housing units at Fältgatan. Both areas are located in Visby which offers great opportunities for sports and recreation. Here you'll have excellent access to nature, biking and running trails, soccer, basketball, gymnastics and many other sports. Closer to the city centre of Visby there are several gyms to choose from and also a swimming hall. Visby offers culture in many ways from theater, cinema, library, concerts, handicraft and art throughout the whole year. There are excellent communications by bike and bus in Visby.

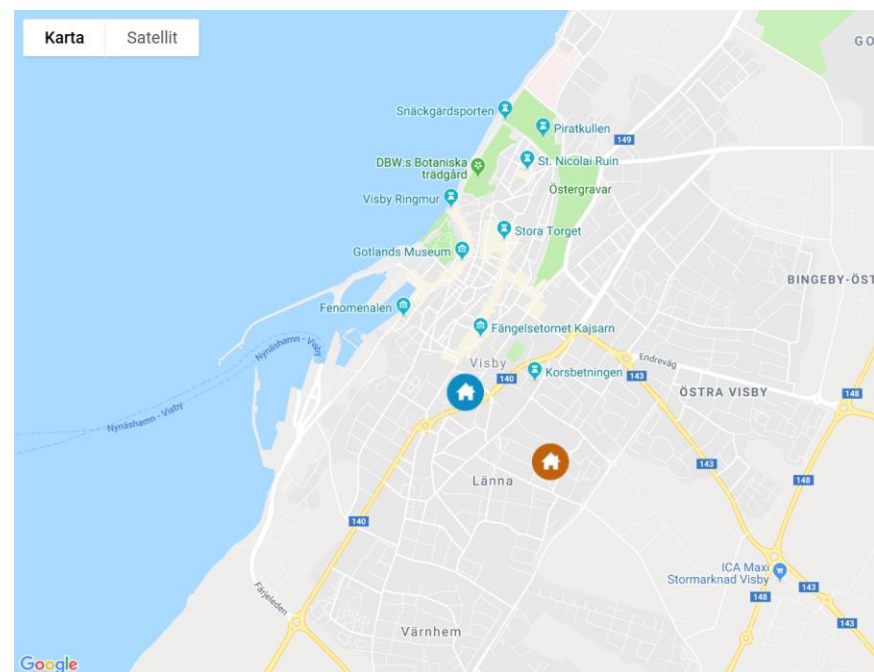
The majority of the apartments are app. 19 square meters. All apartments have a private bathroom/shower and kitchen (with stove and a fridge)

The apartments are furnished with a bed and mattress, bed mattresses, mattress cover, 2 chairs, 1 table and a shelf. A storage is included for each apartment together with a pad lock to lock the storage. You use the same key as for the door/main entrance to the storage and pad lock.

note: Bed linen and shower curtain is not included

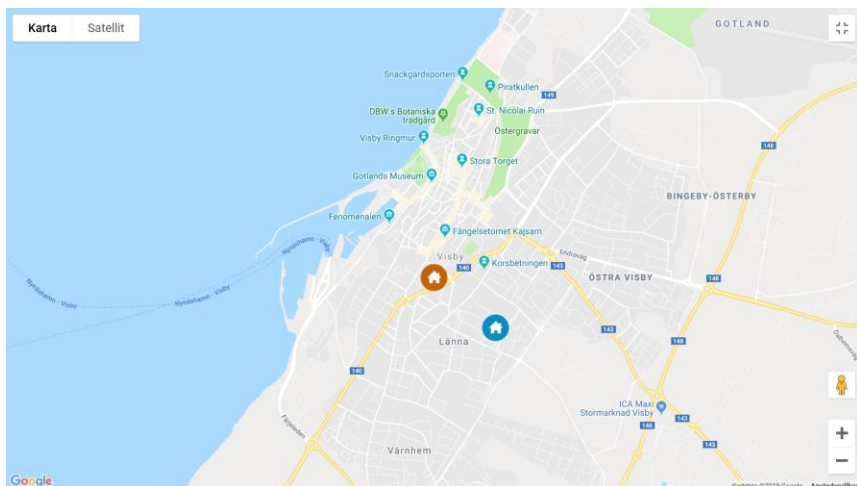
Fältgatan

Fältgatan is situated at A7-area in south east Visby, close to both nature as well as the city Centre. The apartments belong to a 3-floor-high building with a small patio on the ground floor.



Mejerigatan

Mejerigatan is located just outside Söderport (close to Södertorg) by the Visby ring wall in southern Visby, close to the sea and the city centre. The apartments are placed in a 4-floor-high building with spatio and parking for bikes at the ground floor.



Parking

In the areas surrounding the student apartments at Fältgatan and Mejerigatan the same parking rules as in the constitution for Traffic and the law of control fee for unpermitted parking is valid. Rules for parking: follow the road signs with or without additional signage and it is important that you are observant and register changes of rules. The parking lots are controlled by parking companies. If you do not follow the rules and laws you may have to pay a control fee.

Arrival

All apartments are checked before you arrive, but you should also check your apartment yourself when you first move in. Any missing or damaged items will have to be reported to Uppsala University Housing Office by e-mail to gotland@housingoffice.se within 3 days after arrival.

Contract

After arriving you may find out that your exams finish early and that you would like to leave earlier. Your rented apartment is reserved for a limited time only. Make sure you are well informed of the dates and details in your Leasing Agreement. We offer fixed rental periods and our Leasing agreements typically covers an entire semester or academic year.

Uppsala University Housing Office has the capacity to offer housing for a maximum of two semesters for exchange students and four semesters for fee-paying master students and six semesters for fee-paying Bachelors. If you are staying longer you must find housing for the rest of the time on your own. Find out more here: www.gotlandsstudentbostad.se/en

Terms

The terms in your Leasing agreement are legally binding. We recommend you to read them carefully. **note:** We cannot make any exceptions regarding these rules, and it is the student's own responsibility to keep track of his or her exams and take count of the 3 months' notice. From the first until the last day of your Leasing agreement, the apartment is your responsibility and you are bound by the terms of condition of your Leasing agreement.

Rent

The rent includes electricity, water and heating. The payment procedure look like this:

1. Every month you will receive an e-mail from Uppsala University Housing Office with your rental specification and a web link.
2. The link transfers you to a secure website, where you will make your payment by VISA or Mastercard.
3. The money will be withdrawn from your account and transferred to our account.

note: We only accept Visa and master Card payments, so please make sure that you have a Visa or master Card before you arrive in Gotland.

If you are unable to settle your rental invoices this way but need to pay with cash or bank transfer, you will find all information you need at: <http://housingoffice.se/staying-at-uuho/student/rent-payment/>

When and for How long do I pay rent?

We always charge full calendar months (from the first to the last in a month = calendar month), except for the half months during the arrival months; August and January, and the departure months; January and June. It is not possible to pay rent by day. You are liable to pay rent for the whole rental period stated in your Leasing agreement regardless of your arrival or departure date. For example, if you arrive for the autumn semester you will typically pay rent starting from August 1st or 16th even if you arrive September 3rd. There is a twelve-month yearly rent, there are no rent free months. Rent is charged by month, and is to be paid in advance without notice. For example: The October rent must be paid at the latest on the 30th of September. It is not possible to get an invoice for more than one month at a time.

Delayed and unpaid rental costs

If you for some reason are late with your rental payment, you will receive a reminder from Uppsala University Housing Office and a late fee will be added to your next invoice. If we still haven't received your payment after this reminder, we will contact your coordinator at Uppsala University. Your coordinator will contact your home university, if the debt remains, legal measures will be taken. Make sure that all your rents are paid before you leave.

Extension of contract

Our accommodation is rented out to students for a maximum of 6 semesters for Bachelors. Sometimes an apartment is only rented out for a short period of time due to limited availability and in this case an extension is not possible.

If you are a formal exchange student and your exchange has been officially extended for another semester, we will receive this information from your coordinator at Uppsala University Campus Gotland and your Leasing agreement will automatically be extended. You cannot apply again for a new apartment, only extend the current contract.

You can request an extension over the summer months by sending an e-mail to gotland@housingoffice.se specifying if you wish to extend until June 30th, July 31st or mid August (this extension is possible only if your apartment is vacant during the summer months). If you choose to terminate your agreement you do not have the right to extend it again to the original dates if you change your mind. Such extensions will be granted according to availability.

Vacancy

Leasing agreements can generally not be extended. Vacancy accommodation can only be booked or extended if Uppsala University Housing Office has got available accommodation during the requested period. There is no specific queue for vacancies, you need to request availability via: gotland@housingoffice.se

Cancellation

Before arrival please notify Uppsala University Housing Office (UUHO) immediately if your exchange in Gotland is cancelled and if you are not coming to Gotland as planned. Make sure to keep UUHO informed of any problems or delays regarding Visa or immigration that may affect your ability to come to Gotland as scheduled. Cancellations later than 1 month before the first day of contract is charged with the first month rent and

after the start date of your contract has passed, the full notice period specified in your leasing agreement is needed to end the contract.

There is a three month notice stated in your Leasing agreement, counting full calendar months. For example: If you would like to cancel the period June 1-15 the final date for cancellation is February 28th. After this date you will be liable to pay rent up to June 15th regardless of when you move out. You cancel by sending an e-mail to gotland@housingoffice.se specifying the date you wish to terminate the agreement.

Changing Apartments

Apartment changes are not allowed. If you are unhappy with your accommodation you can search for accommodation on:

www.gotlandsstudentbostad.se/en

NOTE: You must always give 3 months' notice to terminate your contract as described in the section: "Cancellation" above.

Loss of keys

You must contact the house owners at: +46(0)498 203900 if you lose your key and send an e-mail to: gotland@housingoffice.se.

If you have locked yourself out, call: +46(0)498 203900

Costs of new keys will be charged to the tenant. Normally such cost will be around SEK 2000-6000. All tenants are responsible to keep their keys in a safe place. Never keep any information about your address or apartment/room number together with your keys. The tenant may only have one pair of keys per apartment.

Maintenance - Taking good care of your apartment

We expect you to take good care of the apartment including furnishings, equipment, kitchen utensils and electronic devices. It is absolute forbidden to smoke or have pets in the apartment. It is your own responsibility to clean the apartment during your stay. This also includes taking out the garbage and waste to the recycling facility. You can find

more instructions about cleaning in section "Check list for cleaning before check-out".

Respect our rules:

- Furniture must not be removed or damaged. You are personally responsible for furniture and equipment in your accommodation.
- Posters, tape or other things that may damage the walls are not allowed. You are not allowed to make any wholes on the wall.
- Smoking is not allowed anywhere inside the building, your apartment and your window included. Please note that smoking on the balcony may cause problems with your neighbors.
- Do not store any waste or garbage in your apartment or in common areas.
- Flower boxes must be fixed on the inside of the balcony ramp
- It is not allowed to barbecue on the balcony.
- If you plan to barbecue on the common patio, please remember to place the grill far away from anything that might catch fire. Notice how the winds are blowing and always have water close at hand. Used carbon should be separated as combustible (brännbart) waste, when it has cooled down completely.
- Respect your neighbors' need for privacy and silence: Turn down the volume on TV, stereo and avoid talking in the stair well. Avoid dish and/or cloth washing between 10 pm and 6 am. If you are disturbed by your neighbors, please call, ph: +46(0)498 203900

Pay special attention to:

- Do not use green Scotch-Brite, steel wool or similar while cleaning, it could damage the surface on different materials. Please, use the right cleaning detergent. Follow instructions on product label. Using wrong detergent can damage the surface on materials.

- Take care of your stove, refrigerator, microwave and hood. Regularly remove and clean the filter of the hood. The best way is to put the filter in the sink with hot water and dish soap and let it soak for a while, after that brush it clean, rinse thoroughly and let dry.
- Take care of floors. If you spill liquids or water on the floors wipe it up immediately. Floors should be swabbed with a little lukewarm water and if necessary a mild cleaning detergent. They must not be left wet. Also be careful while moving furniture and avoid walking around with dirty shoes indoors to avoid marks and scratches on the floor.
- Note that there is lime in the Gotland water and that lime deposits build up over time. Use an eco-labeled lime-dissolving agent to clean bathroom and kitchen. Pay special attention to the walls in the shower and sinks.
- Clean the drains regularly, both in the kitchenette and in the bathroom. Regularly remove hair and other items from the drain. If hair and other items are not removed it will eventually block the drain. If you still experience problems after cleaning the drain you must inform the house owner immediately. Costs for the caretaker's services may be charged to the tenant.
- Always clean up after yourself when using common areas and facilities.
- Do not use caustic soda to dissolve blockage in the sewage system.
- Stove tops of glass should be cleaned with specific detergent for this purpose.
- Do not put hot objects such as hot pots and pans on the table without trivet.
- Never leave hot stove while cooking. Clean the filter in the kitchen fan from dirt and grease on regular basis. If there's a fire involved with butter, oil or any grease put out the fire by placing a lid or a blanket, never use water!
- Electricity: Only buy electric devices which are marked and approved. If you need an extension cord, choose one with embedded power switch. Extension cords should not be tacked or be placed through door opening. Make sure it is clean around warm power equipment for example below the fridge.
- Inflammable liquids must be stored in ring boxes with properly sealed lids. Keep all inflammable products away from heating sources. Have good ventilation when using inflammable liquids. Place greasy cloths in ring boxes with properly sealed lids and not together in a pile where the cloths may start a fire.

Fault report

If anything is missing, malfunctioning or broken – make a Fault Report. Maintenance by the caretakers is free of charge. In the beginning of the semester the caretakers have a lot to do when many tenants move in at the same time, so please be patient. Urgent problems will be prioritized.

Make sure that your service request includes your address, apartment number, e-mail address and telephone number (preferably Swedish). You should always write in the request if you allow the caretakers to enter

your apartment with a service key if you are not at home. This will allow the caretakers to fix the problem sooner.

Problems concerning plumbing, heating, electricity or installations should be reported to the house owner's caretaker service, call ph: +46(0)498 203900. Further instructions on reporting a problem, please visit: www.housingoffice.se for guidance.

Insurance

The tenant is obligated to have an adequate home insurance. The tenant will be liable to cover costs for damages in the accommodation caused by neglect or on purpose. Damages and repairs can amount to considerable costs so it is important to make sure you are protected. Most exchange students and fee-paying master students are covered by an insurance policy taken by Uppsala University at Kammarkollegiet (the Legal, Financial and Administrative Service Agency) called STUDENT IN. Check with Kammarkollegiet or Uppsala University if you are covered by the policy and what it includes. Your home University or home insurance company might be able to inform you concerning home insurance abroad.

Fuses (automatic fuses)

If you blow a fuse you can check the fuse box (the metal box in the hallway) and easily see which fuse is in the wrong position. Just adjust the fuse and it will automatically work again. If it still does not work, call ph: +46(0)498 203900

Heating

The general temperature in your accommodation should be 20 degrees measured in the middle of the apartment/room. If the temperature is lower you should report it and call ph: +46(0)498 203900. Please note that the radiators are regulated centrally and may be working even if they are cold or luke warm.

Guests staying overnight

The apartment that has been allocated to you is the residence of the contracted tenant only. You may not house other individuals in the apartment for extended periods. For guest accommodation please have a look at the website www.gotland.com

Laundry room

The laundry room (Swedish: Tvättstuga) is located on floor 2 and 3 both in Fältgatan and Mejerigatan. Please note that you have to clean the laundry room after using it, for example remove fluff from cloths/linen/fabrics in the tumble dryer, wipe off all areas.

Common kitchen

Remember to always clean up after you have used the common kitchen area. All equipment you have used must be washed and placed back into the drawers for the next tenant to use. Wipe off all tables, dish washing facilities, sort out the waste in separate bins and remove the waste from the kitchen. Always clean up after yourself when using common areas and facilities.

Storage room

All apartments have a small storage room. At Mejerigatan it is situated on the top floor and at Fältgatan you will find the storage outdoors and also on the top floor. Pad lock for storage room will be distributed to you. It is very important that you empty your storage room. Don't remove the pad lock when you check out from the apartment. Return all keys according instructions you receive from gotland@housingoffice.se. The key for the storage room is the same as the key for the door to the apartment and main entrance.

Bicycle storage

You are welcome to use the bicycle racks just outside the building. Always make sure to lock your bicycle!

Garbage and recycle

In Sweden you are expected to recycle as much of your waste as possible. The garbage facilities on Fältgatan and Mejerigatan is located close to the parking lot. At the garbage facility you will find containers for different kind of materials, plastic, metal, combustibles and so on. Make sure that your garbage bag is securely closed before you throw it in the right container. If you wish to throw away waste that there aren't any bins for in the garbage facility you must transport it to a recycling center, visit: www.gotland.se for further information. Separate the waste as follows:

Paper packaging:

Paper carrier bags, toilet rolls, house hold paper rolls, milk cartons, padded envelopes, gift wrap, egg packages, paper bags

Metal packaging:

Cans, caps, spray cans, small candle holders, aluminum

Plastics: Plastic carrier bags, plastic bottles, plastic containers, styrofoam, bubble wrap and cellophane

Colourless glass: Glass bottles, glass jars (without lids)

Combustible (SE: Brännbart)

Textile, sanitary pads, books, post it notes, pens, plastic folders, CD/DVD, cigarettes, snus, vacuum cleaner bags, dish- and toilet brushes, mops, cloths, tooth pickers, tooth brush, floor sticks, envelopes and postcards, candles, boxes for matches, pacifier, clothes-pins, tops, razors, leftovers, coffee ground, tea bags, household paper, eggshells, potatoes peel, cut flowers, peel from all vegetables, candies, snacks and nuts.

Newspapers: Magazines, flyers, catalogues, newspapers. Please note: Post it sticks are to be separated as combustible

Light bulb – batteries

Dangerous waste – leave the waste at the closest recycling station, find it here: www.gotland.se

Dissolving agent, nail polish, spray cans/bottles, pesticide, oil waste, chemicals, colours, thermometers. (Never flush or through away dangerous waste amongst other.)

Internet

There is no Wi-Fi in the apartments. To connect to the internet you need to buy a cable and connect your computer into the internet-socket. There is at least one socket in the apartment. Please note that all sockets may not be activated. If problems with the internet connection, please contact the supplier, Bahnhof at ph: +46(0)10 5100000. If you wish to have Wi-Fi you are welcome to buy a router yourself. Wi-Fi can be ordered through: <https://zmarket.se/>

Important Telephone numbers and links – emergencies

Fire, Ambulance and Police

SOS Emergency phone 112

Ambulance, fire brigade, police – Phone 112

112 is the emergency number that you can call from a landline or mobile phone anywhere in Sweden.

Website: <https://www.sosalarm.se/spraklanguages/english/>

Police – non emergencies

Phone from Sweden: 114 14

Phone from abroad: +46 77 114 14 00

or visit website: <https://polisen.se/en/>

Hospital

Visby Lasarett

Visiting address: S:t Göransgatan 5. Postal Code: SE 621 55 Visby

Phone during office hours, non emergencies: +46(0)498 269000

Visit website: <https://www.gotland.se/50331>

Medical Service Advice 24 hours

Phone 1177

Visit website: <https://www.1177.se/Gotland/Other-languages/Engelska/>

Here you can also search for a Health Center (Vårdcentral) near your area.

Smoke detector

Every apartment has a smoke detector installed in the ceiling. You're responsible to regularly check the alarm. If the alarm makes a sound every ten minutes it indicates that the battery needs to be replaced. You are responsible to replace the batteries yourself. If the smoke alarm seems broken or is missing, you must immediately report this to the care taker at phone no: +46(0)498 203900

Please note:

Smoke detectors triggered by carelessness will be charged to the tenant causing the alarm. It is strictly forbidden to clog the smoke detectors with paper or other items. This kind of behavior puts your life and the lives of others in danger and is utterly unacceptable

Please pay special attention while cooking, be careful not to cause any smoke that might trigger the fire alarm. Never leave any candle lights unattended.

For your own and your neighbor's fire safety, it is important to keep the common areas and staircases free from such things as strollers, bikes and garbage.

IN CASE OF FIRE:

- in your apartment

- 1) If there is a fire in your apartment try to extinguish it if you can.
- 2) If you can't extinguish the fire, close the doors and windows and immediately evacuate your apartment

- 3) Call 112, State your address, keep calm
- 4) Warn others and follow the evacuation signs

- from the corridor or stairwell

- 1) Stay in your apartment and call 112 as soon as possible
- 2) State your address, keep calm
- 3) Try to warn your neighbors
- 4) If the fire comes from the corridor or stairwell, you should stay in your apartment, close all doors and stay close to the window.
- 5) Stay close to the floor where the smoke is less heavy. Never go out in a smoke filled stairwell.
- 6) If smoke comes into your apartment try to block the door with wet towels.

Return Keys

Your last possible Check Out day is the last date stated in your Leasing agreement and your keys must be returned on the same day before 10:30 (a.m.). The keys should be returned in a locked key box storage close to Mejerigatan 5 and 7, no later than 10:30 (a.m.) upon departure day. Sometimes we also offer possibility to return the keys at Campus Gotland. In order to receive information where to return your keys, you must send an e-mail to: gotland@housingoffice.se with information on your departure day and time and you will receive further instructions. You are personally responsible for the keys to be returned, and you will be charged for the costs of a lock change if your keys are not returned on time.

Departure

We have a very tight schedule between departing and incoming guests. Therefore it is very important to return your keys at the right place on time and to leave your apartment clean and tidy out of courtesy to the next tenant.

We also appreciate if you report things that are broken or missing in your apartment well ahead of your departure day, so that we have a chance to fix things before new tenants arrive. You must leave your apartment before 10:30 (a.m.) Upon departure please clean your apartment with help from the check list "Check list for cleaning". Any problems in your apartment should also be reported to gotland@housingoffice.se before you leave.

Check list before Departure

- Notify UUHO of your departure date as soon as it is settled by sending an e-mail to gotland@housingoffice.se.
- Make sure all rental invoices are settled.
- If you have registered with the Swedish tax office: change/terminate your official address in Sweden.
- Empty your mailbox.
- Empty the storage AND leave the pad lock at the storage
- Clean the apartment according to the checklist below. Make sure you have plenty of time to clean the apartment. There will be a cleaning inspection after your departure. PLEASE NOTE: that the authorized inspector determines whether an apartment/room has been cleaned properly, not Uppsala University Housing Office.
- Take out all garbage.
- Empty all personal belongings from the apartment.
- Give or throw away any items that you don't want to bring with you, e.g. to charity or a friend. Only the things included in the apartment/room should be left after departure.
- Don't leave food in the apartment or in the fridge/freezer.
- Return the keys no later than 10:30 (a.m.) upon departure day according to instructions received from gotland@housingoffice.se

Check list for cleaning

All our apartments are self-service apartments and therefore it is the tenant's responsibility to keep the apartment clean. Make sure you have plenty of time for cleaning. If you fail to clean properly Uppsala University Housing Office will charge you for the additional cleaning cost which must take place before the next tenant can move in.

General

- Remove dust from all furniture
- Vacuum and clean the floor, remember under the bed and behind the desk
- Thoroughly clean floors with water and rug. Please note that very little water should be used. If necessary use a mild detergent such as soap. Excess water has to be removed immediately.
- Empty and clean closets
- Wipe the doors
- Clean power points/power sockets and radiators
- Clean all tables and chairs
- Clean the windows all four sides of the double window panes
- Make sure the light bulbs in the accommodation are working
- If you have a storage room, it must also be emptied and cleaned.

Kitchen

- Thoroughly clean stove and oven on the inside and outside and also the equipment belonging to it. If you have induction do not use any cleaning method that may scratch the surface. Please check also behind the stove. Use spray "Ugns- och grillrengöring or similar. Never use green Scotch-Brite
- Clean the microwave oven
- Clean filter of the kitchen hood. The best thing is to put it in the sink with hot water and dish soap and let it soak for a while, after that brush it clean, rinse thoroughly and let dry.

- Clean tiles and remove any decorations
- Clean the sink and underneath the sink
- Defrost and clean fridge and freezer. - do not to let water run out on the floor
- Clean all kitchen cupboards, doors, shelves and drawers, inside and outside
- Wash off dust and grease from the top of cupboards.
- Clean all cutleries, porcelain and kitchenware
- Please remove all personal belongings.

Bath room

- Thoroughly clean toilet and basin, also underneath and on the inside
- Clean the mirror
- Clean the sink
- Clean the toilet
- Clean bathroom cupboard
- Clean the tile, especially around the shower be careful to wipe all lime away
- Clean the shower handle
- Wipe the shower curtain. Be careful not to wash shower curtains in too hot water if you use the washing machine.
- Clean the drain, outside and inside. Remove all hair and dirt.
- Thoroughly clean floor with water
- Polish the taps and tiles.
- Remove any stickers or decorations

Notes: _____

We can warmly recommend you to watch the following video:

<https://youtu.be/7EEq1TnhFKI>

Notes: _____

Contact us!

gotland@housingoffice.se

+46(018) 4905100

www.housingoffice.se

