

Arrival information

Eklundhofsvägen



Picking up keys

You collect your keys at **AB Byggbeslag Lås and Säkerhet**

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.

When picking up your keys, you must bring your ID-card or passport with you. We do not accept copy's/pictures.

Public holidays in Sweden when the office will be closed:

January 1st, January 6th, Easter (Friday to Monday), May 1st, Ascension Day, Midsummer (Friday and Saturday), All saints day, December 24th to 26th and December 31st.

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 contract. Your room will be available to move in from **15:00** on the same day. Make sure you are well informed of the dates in your contract. Remember to bring your passport or ID-card to the check-in location.

Late arrival

There is no late arrival opening service. If you come outside the Opening hours of AB Byggbeslag Lås and Säkerhet 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

If you are unable to collect the keys in person, you can write a power of attorney for a trusted friend or colleague. The document must contain all the following information. If it is incomplete - the keys won't be handed out.

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

There is a template of this document on our website that we recommend you use.

Note: The power of attorney needs to be printed out and handed over to AB Byggbeslag Lås and Säkerhet when picking up the keys.

Arrival information

Eklundhofsvägen

Checklist when moving in

- **Do the keys work?**
If not – please contact **AB Byggbeslag Lås and Säkerhet** immediately.
- **Is the room clean?**
If the room is dirty – please make sure to report it to house owner Rikshem right away but not later than three (3) days after you have moved in so they can book a cleaning of the room.
- **Do you have all the included furniture and is something damaged in the room?**
All damages in the room should be reported to your house owner.
Missing or damaged furniture as well.
Check you housing guide on how to make a fault report.

These furniture are included in the room:

- bed and mattress (pillow and quilt are not included)
- chair
- desk/table
- desk lamp or floor lamp
- ceiling lamp
- closet
- bookshelf or pedestal of drawers



For all information about your accommodation – please check your Housing Guide!