



To live in a tenant owned apartment means that we are part of a community of people in the same situation. Together we own and administer the houses we live in and together we can make our accommodation even more pleasant.

The tenant owners' association statutes, as stipulated on our homepage, regulate what responsibilities you as a member have regarding maintenance of your apartment and the responsibilities held by tenant owners' association.

Who are the rules for?

The rules do not only apply to the apartment owner or tenant. All family members are included, as are visitors, lodgers, sub-lessees and tradesmen who perform work in your apartment.

Below are the rules that all members of Brf Bergshamra should adhere to:

Take care of the tenant owners' association assets

- Remember to take care of the tenant owners' association property. Expenses for maintenance and repairs are paid by all members jointly.
- Should an acute accident occur in your house then firstly take contact with our property manager or alternatively emergency numbers listed on the notice board inside the entrance of your house.
- It is not permitted to use your apartment or other tenant owners' association space for purposes other than those intended.

Subletting

- Subletting your apartment can be granted during a limited period of time if a valid reason can be provided. Valid reasons for subletting can be studies, employment elsewhere and probationary residence with cohabitant. Subletting of apartment must always be preceded by written application to the tenant owners' association board and subsequently approved of.
- The apartment owner is always responsible for the apartment, that the monthly fee is paid, and that tenant owners' association rules are followed. Application for subletting must be submitted well in advance before rental can commence. The same rules apply for both short- and long-term rentals.

Rebuilding of apartment

- If reconstruction is planned, permission must be sought from the tenant owners' association board. Remember that it is your responsibility that all tradesmen are



certified for the work they perform. You are also responsible for making sure that construction waste is transported away correctly.

- Particularly disruptive work like drilling, nailing or sawing in our apartments is only permitted weekdays 08.00 - 20.00 hrs or Saturday/Sunday 10.00 - 16.00 hrs. Public holidays, for example Christmas Eve, Christmas Day and Boxing Day, no disruptive work is permitted. Contractors are only allowed to perform work in our apartment's weekdays 08.00 - 17.00 hrs.

Balconies

- Balcony drawers should for security reasons only be hung on the inside of the balcony. Be cautious when watering plants as to avoid water flowing down to your neighbor's balcony.
- It is not permitted to shake carpets, bedding etc. from your balcony.
- You are not allowed to drill/do damage to the facade.
- As regards grilling, the tenant owners' association recommends using the common grills situated on our property. If grilling takes place on the balcony then only an electric grill is allowed and given that you do not disturb your neighbors.

Avoiding rodents and pest

- Feeding birds/squirrels and other wildlife via our apartments or common grounds is not permitted as there is a large risk that leftovers from food will attract rodents and other pests.

Baby strollers, bicycles, mopeds

- Strollers are not allowed to be placed in stairwells or entrances. They should be placed in the designated areas for bicycles, alternatively in the pram room in the houses there is such a room.
- Bicycles should be placed in bicycle racks outside or in the designated bicycle room. Mopeds are to be placed next to bicycle racks or on the owner's garage space.

Basements

- Common areas like corridors in the basement, shelter etc. are not allowed to be used as storage of furniture or the like. These items should be placed in your own basement storage. The janitor performs routine fire inspections and should items obstruct basement corridors, they could as a result be thrown away.
- Stairwells shall be kept free and it is forbidden to "store" items outside your apartment door. Bear in mind the fire risk as the tenant owners' association could be subjected to heavy fines in the event of an inspection.



Code of conduct

- Never store flammable liquids, like petrol, solvents or LPG in the basement storage.
- Together we take responsibility for entrances, stairwells, bicycle rooms and other common premises. Keeping things in order facilitates easy evacuation, it creates a better feeling for all and also enables cleaners and janitors to carry out their work efficiently.

Garbage/waste collection

- Sort your waste correctly. We have several stations in our area divided into household waste and compostable materials. At Ekorrhstigen there are containers for newspapers, cartons, plastics, metals, glass and batteries. Once a month Solnas mobile recycling centre comes, which you can read more about on Solnas homepage.

Residential yards and disturbances

- Resting of dogs is not permitted in the residential yards and dogs should at all times be on a leash in densely populated areas. There are many lovely green areas nearby for your dogs to enjoy.
- Feel free to use the common outdoor areas but keep them tidy and take responsibility for your own garbage. Bear in mind that our common areas are for all members to enjoy.
- Parents are responsible for children's toys, bicycles etc. making sure they are gathered and stored away at the end of the day.
- There is a total smoking ban on the playgrounds, on stairwells, basement, garage and other common areas. Smoking on the balcony can often mean a disturbance to your neighbors and it is totally forbidden to throw cigarette butts from the balcony.
- In order for everyone to feel content it is important not to disturb surrounding residents. All residents are obliged to show consideration. If you are planning a party, then it is a welcome gesture to warn your neighbors in advance by putting up a notice on the board in the entrance. Understanding tends to greatly increase if one has been informed.
- Bear in mind that your floor is your neighbors ceiling. Between 22.00 - 07.00 hrs we should all be as quiet as possible both indoors and outdoors.
- In the event you should feel disturbed by a neighbor, you as a tenant-owner can as a first step speak with the neighbor causing the disturbance. As a member you can also report the disturbance via an error report to **SBC** customer service.

Security

- Doors to the basement and storage space, garage and other common premises should at all times be closed and locked.

HSB Brf Bergshamra i Solna

Code of conduct



- Every apartment should be equipped with smoke alarms. It is the tenant-owners responsibility to purchase, install and maintain the smoke alarms.
- Keep alert with eyes and ears open. The best way to avoid burglary is to take note of the people that are moving about in our area.

Laundry room

- It is important for everyone's well-being and our tenant owners' association economy, that the instructions in our laundry rooms are followed, that washing times are kept, that if machines are out of order this must be reported to **SBC** customer service. The laundry room must always be left cleaned when washing time has ended. If something is broken it will be a common cost to restore to original condition.

General information and whom to ask?

- Information from the tenant owners' association is provided through a newsletter and put up on the notice board in the entrance of each house. The information can also be found on our homepage www.brfbergshamra.se
- To report an error or damage you do this to **SBC** customer service via link (web form), per email or by phoning.
- Our property manager is available Mondays between 08.00 - 09.00 hrs at Mårdstigen 1, alternatively via daytime phone as per information provided on our homepage.

Decided by the tenant owners' association board March 2021 and valid until further notice.