

## Leasing Policy

**In order to qualify as a tenant, the following applies.**

- You must be at least 18 years old.
- You must have an acceptable level of income. This means income from employment, old-age pension, own business activities, sickness benefit, activity compensation, student financing from CSN, guaranteed introduction to employment benefits, activity grant, income support<sup>\*1</sup>, or unemployment insurance. Your annual income before tax should be approximately three times the annual rent (including any housing benefits). We do a calculation of costs, known as a cost-of-living calculation, based on the standard benchmarks produced by the Swedish Consumer Agency.<sup>\*2</sup>
- You must not have any records of non-payment or debts.
- You must have good references from previous landlords.
- The number of people who will live in the apartment must be reasonable. We use the National Board of Housing, Building and Planning's standard of a maximum of two persons per bedroom.

*\*1 Approved income support in the relevant municipality where you are applying for an apartment.*

*\*2 When renting out properties that have received support under the Regulation (2016:881) on government investment support for family and student housing, we use the cost-of-living calculation and allocate the apartments strictly based on the applicant's registration date. You must still meet our other requirements and conditions.*

### **Our terms and conditions for searching**

- You must be 16 years old in order to register as a user on My Pages ("Mina Sidor").
- Your date of registration will be used to guide our selection of a new tenant.
- Each advertised apartment has a varying number of applicants, each with a different registration date. Therefore, you may be eligible for one property but, perhaps, not for another. It depends entirely on whom has applied for the apartment and, in part, on the registration date of these applicants.
- If you do not come to three booked viewings without a valid reason, do not return a lease that has been sent to you, or do not come to an agreed appointment to sign a lease, there is a risk that your search account will be blocked for six months.
- If you have been to five viewings during the course of the year and have declined all apartments, other applicants may be prioritised.
- To be deemed active on My Pages, you must log in at least every six months. Your applicant account will be deleted if you do not log in to My Pages for six months. Each applicant must remember their log in information.

- Once you have been allocated an apartment, your applicant account will be automatically closed. You are no longer an active applicant and your previous registration date will be reset. If you want to start looking for an apartment again, you must register as an applicant again via My Pages.
- Your registration date is personal and may not be transferred to another person.

## **The following applies if you would like to search for a new apartment within our housing stock**

- You must have lived in our housing for at least two years.
- You must have paid your rent on time and not disturbed your neighbours.
- You must have an approved income and no records of non-payment.
- A move-out inspection of the current apartment must be carried out and any debts in connection with inspection must be paid before the leasing contract or the new apartment is signed.
- You have a three-months notice period

## **Guidelines for a direct exchange between two tenants**

- The rules of the Land Code with regards to exchanging apartments shall apply.
- Both parties must have approved income and no records of non-payment.
- Both parties must have good references from previous landlords.
- A move-out inspection and any debts in connection with inspection must be settled before the leasing contract is signed.

## **Guidelines for subletting**

- You are entitled to sublet your apartment for an agreed period, as long as you have received our approval. A valid reason may be, for example, studies or employment in another city or town.
- A subtenant have no rights to receive first-hand contract for the apartment.
- We do not grant approval for short-term rentals through online marketplaces such as Airbnb.

## **Civil registration**

- According to Swedish law, you must be registered in the national population register where you live and in connection with moving in/out you must notify the Swedish Tax Agency of changed personal registration information.