

www.vikingen.org



HSB Brf Vikingen



information

Information for new members within HSB Vikingen or lost existing members. We hope that this compilation will help you find your way into our association.

A warm welcome to HSB Vikingen

HSB Brf Vikingen is a genuine condominium association consisting of 556 condominium apartments and 3 rental premises. There are no rental apartments. You and the other members own the association together, with membership comes both obligations and rights, which you can read more about in our statutes at www.vikingen.org

The association owns and manages the properties Tromsö no. 1–5, Stavanger no. 1, Kv Lofoten no. 2 in Stockholm located på Stavangergatan 4–46, Lofotengatan 9–43, Narviksgatan 3–19, and a meetingroom Vikingen on Narviksgatan and two Kindergartens at Lofotengatan 37-43.

The association consists of four different areas, see below



Main large Stavangeryard, Stavangergatan 16-46





Main head Stavangeryard 16-46



Second Stavangeryard, Stavangergatan 4-16



Narviksyrd, Narviksgatan 3-17



Lofotenyard, Lofotengatan 9-35



Lofotengatan 1-5, garage on two levels and roof parking



premises for letting to members, Vikingen is located at Narviksgatan 19

Spetsudden AB provides total management, where they carry out property management, technical management, grounds management and snow removal snow and anti-slip

Tel: 08-22 04 44

E-post: info@spetsudden.se

Annual meeting



The association's annual general meeting is arranged in November and then the board's work for the past year is reported, a new board is elected and motions from the members are processed. Each member has one vote at the meeting. Every member has the right to submit motions to the annual general meeting.

Matters to be dealt with at the meeting must be at the disposal of the board by October 1 at the latest.

Annual report



After each financial year (July 1 – June 30), the board compiles an annual report that highlights the activities during the past year and provides an administrative report. The auditors review the board's work and issue an audit report. All members of the housing association receive the annual report in their mailboxes in October. Available at www.vikingen.org

Apartment number



Each apartment has a unique apartment number, it is from 001–556. When you contact the administration, you must state this number so that we can find your apartment. Lantmäteriet, on behalf of the Swedish Tax Agency, has developed a special number (LMV) to facilitate population registration. (This number indicates where in the stairwell the apartment is located. The numbers are usually from 0901-1503 in each stairwell. Previously, everyone was registered in e.g. Lofotengatan 17, now it is in e.g. apartment no. 1001 in Lofotengatan 17.

If you contact the administration and state the LMV number, we will have a hard time finding you, there are 44 apartments 1002, but only one apartment no. 223. **The LMV number is ONLY used for civil registration, nothing else.**

Apartment sold. What happens now?

All subcontracts, e.g. garages, also cease to apply the same month that access for the buyer takes place. If the new owner is approved as a member, he will receive new fee invoices for the coming months. No fee invoices must change hands, but the buyer gets his own fee invoices. The person who owns the apartment on the 1st of the month must pay the fee. That is, if the access is at the end of the month or on the 1st of the month, the seller does not have to pay the fee, but the buyer will receive new fee invoices for the coming month. If the access is after the first, i.e. the 2nd and later, the seller pays the entire fee and settlement rules between the seller and the buyer. If you have already moved and still receive new notices for a new period, contact your broker who can investigate what is causing this. Keep in mind that you can receive new fee invoices on upcoming notifications if your association has a bill for electricity, water, heating or you have, for example, rented a guest room that you have to pay.

Notify Simpleko of your new address. We need it to be able to send your control information to the correct address.

B

Balcony



For safety reasons, flower boxes must be placed on the inside of the balcony railing. You must not use your balcony as storage, your balcony must be tidy. You may not grill on the balcony or install infrared heaters or display an element there, as we have public electricity.

For balcony glassing, anyone who wishes can, at their own expense, have their balcony glassing. Before the work begins, however, an agreement must be signed between the association and the member. It regulates the maintenance obligation of the glassing and also contains a ban on using electric heating on the balcony. When signing an agreement, the association charges an administrative fee of SEK 500, form at www.vikingen.org

Barbeque



You may not grill on your balcony, but preferably in the yard. There are permanent grills on the yards that everyone can use. You need to bring your own charcoal. When you have finished grilling, clean up after yourself. You throw food scraps into your garbage disposal in a tied plastic bag. For safety reasons, no own barbecues may be displayed on the yards.

Barriers



The yards are private land and are equipped with barriers to prevent unauthorized traffic. You who bought an apartment should have received a key from the seller. If you haven't received a key, you can buy a key to the barriers at Vikingen, Narviksgatan 19, the key costs SEK 380, maximum one key per apartment.

Bicycles



Bicycle storage for bicycles is available on the ground floor of each building or in a separate house on the yard. cycles must be marked with the owner's name. In some houses, storage rooms in neighboring houses are referred to. Storage refers only to complete and marked bicycles. The key to the bicycle room can be purchased from the property manager at Narviksgatan 19.

C

Cable TV Tele2



The association has (through AHN) signed a group agreement with Tele2 which gives you a Digital basic offer of 10 TV channels and 8 favorite channels that you can choose from their range. To access 8 favorites channels require a digital box or CA module, which you get when you sign an agreement with Tele2. For more information or to expand your range contact Tele2 90222 or via the web tele2-info@tele2.com enter group agreement AHN.

Making interventions in existing installed broadband facilities is absolutely prohibited. Central antenna and cable TV have been connected since February 1989. Please note that: Only approved antenna cables may be connected between the TV (or radio) and the antenna box. If other types of cords are used, the picture and sound may be disturbed by other residents in the stairwell. Approved cables can be purchased from the nearest TV and radio retailer. Intervention in the wall antenna box is prohibited. If intervention takes place, it can also cause disturbances for residents in the same stairwell. The cost of the service and tuning that may be the result of an intervention in the antenna box is paid by the person who incurred the cost to the association.

Carwash



If you are a member of HSB Vikingen and do not rent a parking space, you can apply for access to the washing area. Send an email to matz@spetsudden.se or leave a message in the mailbox at Narviksgatan 19, we will check the membership and leave a tag in your mailbox.

Carpets



Within the association there are stands where you can whip carpets, you must not whip carpets on the balcony.

Cleaning



We have two cleaning contractors who are responsible for stair cleaning are carried out by Städa Rent AB. If you have comments on the cleaning, contact the responsible board member, contact details are shown on the sign in each gate

Collateral for loans, fee



when you mortgage your apartment, according to the condominium association's statutes, a fee may be charged to the condominium owner. The fee is charged for new pledges and rescheduling of existing loans. The decision to levy this fee is made by the board. The pledge fee is charged on the next avi. Note that there is one fee per loan, so you may receive several pledge fees depending on how your loan is structured.

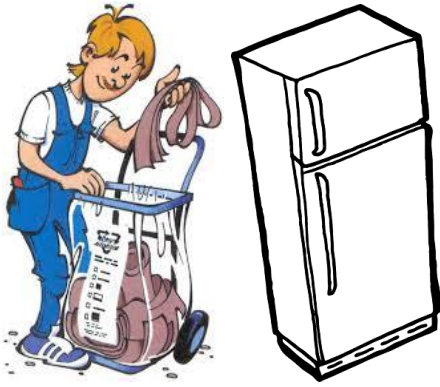
All mortgage prescription documents must be sent in original to:

HSB Vikingen
client 573, FE 231
831 88 Östersund

Label the envelope with Pawn Prescription documents

Simpleko is then responsible for listing in the apartment list.

Construction waste



As a owner, you are responsible for the construction waste that results from a renovation. You have two options, either you store the garbage in your apartment and then drive it all away when it's ready, or you notify the administration that you want to exhibit a construction bag.

The building bag must be marked with the LGH number (not the LMV number) and mobile number. The sack can be left for a MAXIMUM of two days. The rubbish must be packed well in the bag, no sharp objects must stick out. Whoever exhibits a construction bag is responsible for removing it. You may not display loose construction waste in the yard.

D

Defrosting freezer



When you are defrosting your freezer, you have to supervise during this time and you have to make sure that the water is collected! If you don't do that, the water can cause major damage to the apartment below. It is only the floor in the bathroom that is tight, other floors let water through to the neighbor. It doesn't matter if you have tiled floors. The water usually drips down at your neighbor's concrete joint in the hall ceiling or in the ceiling between the kitchen and your neighbor's living room.

Detergent



It is not allowed to wash with washing powder, **only liquid detergent**. This is because many people previously overdosed on detergent and it clogged the machines. The washing machines are primarily designed for liquid detergent and if you put powder in the compartment, it stays there. Water does not come up and wash the powder down. Also read carefully on your packaging how the liquid

detergent should be dosed. If detergent is overdosed, the clothes will not be clean and chemicals may remain in the fabric.

Detergent compartments in the washing machines



The washing machines are intended for liquid detergents and fabric softeners. Compartment 1 is prewash, compartment 3 main wash and compartment 4 fabric softener. Tray 2 is not used. If powder is put in the compartments, it will stay there.

Direct debit



Choose direct debit if you want your monthly fee to be automatically deducted from your bank account on the due date. Registration takes place via your internet bank. Search for your association/property owner in the list of direct debit connected companies. Enter your customer number as the payer number in your bank, you can find your customer number on your invoice. If you do not have an internet bank, contact Simpleko phone: 018 - 66 01 60 or via the Portal to get an application form. If the amount is not available in your account on the due date, the draw cannot be carried out. If it has not been deducted, you must pay your fee manually. OCR number and bank account information can be found on your invoice. You can see your invoice by logging into the Portal. If you want to receive the specification to your e-mail in the future, enter it when you are logged in.

Disturbing neighbors



Everyone who lives in an apartment has probably experienced disturbing neighbors at some point. This may apply to a neighbor who plays loud music in his condominium, or that the children who live in the apartment above sometimes play wild games. It might even be that you wake up every morning to the neighbor's alarm clock. Disturbing neighbors can unfortunately be part of everyday life.

As a resident of a condominium association, you are allowed to accept a certain amount of disturbing noise, everyone people are different and need to be given their own space. But of course there are situations that are unacceptable and which seriously negatively affects the residents. In that situation,

the board has an obligation to act. We are then talking about disturbances that the members should not reasonably have to endure. The question is where the limit of what is acceptable is. It is not entirely easy to decide, and it is not unusual that it is the court that gets to decide it in the end.

However, most situations that are perceived as disturbing never go as far as going to court. Errands concerning interference should preferably be resolved "between neighbours", if you are disturbed by your neighbor playing music, it is therefore best if you first ask him to lower the volume yourself. Even if you as a neighbor feel that disturbing neighbors affect your life negatively, it is usually the case that you still have to accept it. For example, the law does not take into account if you, as a night worker, are disturbed by the neighbour's children during the day. Residents also have the right to have parties sometimes. When assessing what is perceived as disturbing, one must try to find guidance in the general perception of what a resident should have to endure from what they perceive as disturbing neighbors.

If the neighbor's parties take place often and with very loud music or if the party degenerates into fights and screams, it is time to look at the rules for unacceptable disturbance. As a resident of a condominium association, you should not have to accept disturbances that harm your health or that deteriorate the living environment. In those cases, you can report the disturbing neighbours. You should be able to function in a normal way in your home - but as we stated earlier, you sometimes have to make an assessment of what is, according to the general opinion, considered to be behavior that you are simply allowed to accept.

Regular and loud parties that go on into the wee hours do not have to be accepted and of course no threatening behavior from any resident of the house. The board has a responsibility to investigate neighbors who disturb and it turns out that in the case of unacceptable disturbances, the board must first send a request that disturbing neighbors correct themselves and cease their behavior. If there is no improvement, the board can proceed with regular dismissal. In order for the board to be able to proceed with a residential disturbance, the person who is disturbed must document disturbances. Date and time when the disturbance occurred, how the disturbance was experienced. At least two occasions on two different days. You also have the option of calling the emergency number on 08-551 166 76, see below.

Disturbance hotline



The disturbance hotline, where you can turn if a neighbor has a party and/or disturbs late at night and does not lower the volume when we speak to him or her. A security guard goes out and checks on site, and makes sure that the person who disturbs stops this. The cost of this is charged to the person who disturbs, the cost is approximately SEK 1,500.

Emergency telephone number 08-551 166 76

Disruptive work



It is very important to respect your neighbors and disturbing works must be minimized as much as possible. Disruptive works may at most take place during the times specified below. The builder himself is responsible for following these times.

- Weekdays 08:00 – 19:00
- Saturday, Sunday 10:00 - 16:00
- Other holidays, no disruptive work may occur

Neighbors must be informed in writing about the renovation, by the developer, via letter or notice in the entrance gate. The information must state who is renovating, their contact details and when the work will take place expected to be ready.

Dogs



For everyone's common comfort, it's not allowed to walking your dog at the yards.

Drains



Regularly check that all drains are cleaned to avoid unnecessary blockages or bad smells. It is not permitted to pour out environmentally hazardous liquids or other things that can cause an environmental hazard or blockage in the drains.

Keep in mind that it is your own responsibility to clean your drains. If you can't or don't want to, you can order the work from fault reporting 08-22 04 44 and you will get help from the property managers, you have to pay for the service.

Driving and caution



You may drive into the yard to load and unload for 15 minutes. If you stand longer, you can get a parking fee from Smart parking that patrols our property. It is not allowed to wash or repair cars in the yard.

E

Earth-leakage breaker



Is not standard, but we recommend having an earth fault circuit breaker installed. The earth fault breaker is a cheap life insurance that also protects against electrical fires. It breaks the current quickly in the event of an earth fault both in the electrical system and in connected products. The earth-fault circuit breaker works in both grounded and ungrounded installations and is also an excellent protection against misuse of electrical products.

Elevators

There is an elevator in each stairwell, thus 44 elevators. In case of problems with the elevator, contact the error report at Spetsudden 08-22 04 44. If the elevator has stopped and people are stuck, contact ITK jour 08-564 350 10. It is expensive to call the on-call service so that if there is a fault with an elevator in the evening or during the weekend, Contact someone on the board, contact information can be found in the board at the entrance.

Emergency call



In the event of acute damage within an apartment or buildings in general. The emergency is open weekdays 16.00 - 07.00 and weekends Tel: 08-18 70 00, other times 08-22 04 44. Acute injuries are:

- Sprays water

- Rising stop in floor well (if the stop is in your own well, you have to pay yourself)
- No electricity (if it's only without electricity in your apartment, you have to pay yourself)

Note! Emergency calls are costly for the association and the association only pays for urgent measures that cannot wait until regular office hours. If you order the on-call service for other measures, you will be charged the cost of this.

e-invoice



To get your invoice directly to your internet bank, log in to your bank and search for Simpleko (note: not the name of the association). Enter your customer number as the payer number in your bank, as well as the association's bank giro number. You can find your customer number on your invoice.

Entrance door



The doors are locked 24/7, you open with your tag. Don't bump up the door. If you have the Aptus app in your mobile you can open the entrance gate of your stairwell through it, the same App as you book a laundry room and sauna. The app is called Aptus Home. Once downloaded app, you will be taken to the login box, three fields should be filled in,

Anvid is your apartment number with 4 digits, eg lgh nr 558 becomes

0558

code is 6 digits that you can get from Spetsudden

00000

URL is

<https://sakrafast.se>

Electric cars



Electric cars are not allowed in the garage due to the risk of fire in the battery. When a Car battery burns, it can get up to 5,000 degrees and it can't handle the reinforcement in the concrete why the roof may collapse. Electric cars are welcome to park in the rooftop parking lot or in Narviksgatan parking lot. The association has no electric car chargers.

Electric power



Electricity in the apartment is included in the monthly fee. The cost of electricity is, together with heating, the largest operating costs in the association. It is therefore important that everyone helps each other to save on electricity. It is not permitted with infrared heaters or elements on the balcony.

Error reporting

Tel.: 08-22 04 44

E-post: felanmalan@spetsudden.se

Open non-holiday weekdays at 07-00 – 21.00

Expedition

operations manager:

Richard Norén
Åke Gustavson

Expeditions hour:

Wednesday at kl. 16.00 – 18.00
Friday at kl. 08.00 – 09.00

Visitdress:

Narviksgatan 19

Extract from the apartment register

In the event of an inquiry from a broker, the broker is referred to Simpleko's website. The broker needs a signed mediation assignment to get a broker image. Questions in addition to the broker image are referred to info@simpleko.se If you need a statement yourself to, for example, reschedule your loans, put a case in the Portal and you will receive it digitally there, or contact info@simpleko.se and they will send it by post to you.

Extrastorage rooms



There are about 50 extra storage rooms in Stavangergatan 40-46. It's Troax cages, if interested Contact the administration, the rent is SEK 250/month.

F

False information



If it concerns name, address or contract date - contact Simpleko info@simpleko.se or add a case to Simpleko in the Portal. Pawn prescribing- contact your bank. They must notify Simpleko that previous loans to be deregistered.

Fans and ventilation



At the roof of the building, in each stairwell, there is a large exhaust fan that is temperature and pressure controlled. When cooking, the kitchen window must be closed and the cooker hood's timer must be on to increase the extraction. Filters must be cleaned when necessary and valves in both the cooker hood, bathroom and toilet must always be fitted. It is not permitted to install your own motor-driven fan and connect it to the kitchen valve.

The instructions must be followed if the ventilation system is to function optimally. For air to be able to be sucked out, fresh air must be let in somewhere. It is important that you do not close the fresh air valves your windows then the ventilation does not work. If the fan does not work, contact the fault report.

Financial statements for sold apartment

By January 31 at the latest, Simpleko sends out control data for the previous year. These are sent electronically to the Tax Agency and by post to the seller's last known address. It is important that you have either submitted an address notification to us or have your mail forwarded so that you receive your control details. We send ongoing updates to the Tax Agency and the sellers during the spring when we receive information about new sales that were not registered on January 31. If you are missing control data, contact us at info@simpleko.se or add a case to us in the Portal, and we will help you.

As the control information contains personal data, we only send it out by post to your address. After February 27, you can also access your control information by logging in to the Swedish Tax Agency or your digital mailbox. Every time you pay your monthly fee to the housing association, part of the money goes towards paying off the housing association's loan. Your part is called capital contribution. On the control task, you can read how much you made in capital contributions (if your association has amortized its loans) during the years that you owned the apartment. You deduct the amount stated there in the declaration and then reduce your profit tax.

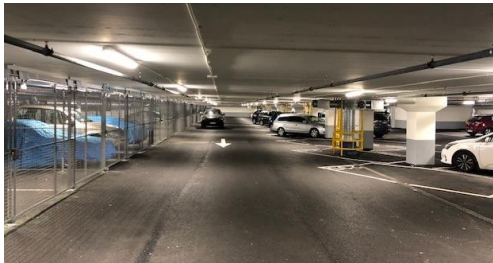
G

Garbage



The association does not have a general garbage room, but four times a year we exhibit large containers at two locations. The time and place where the container is exhibited is indicated by a door notice two weeks before. It is not permitted to throw construction waste, electrical scrap or white goods.

Garage



Within the association there is a heated garage, Lofotengatan 1-5. The garage has two levels with garage spaces. Electric cars are not allowed in the garage. There is also a laundry area in the garage. To rent a space, contact Smart Parking.

Contact via email - info@smartp.se, Contact via phone - 0771-80 88 80
They are open weekdays between 08:00 and 17:00

Prices:

Roof:	SEK 495 /month
Garage:	SEK 715 /month
Cage:	SEK 1.045 /month

Guestroom



The association's guest room can be booked and rented by members within Brf Vikingen. The guest

room in Vikingen is located at Lofotengatan 29. The room is equipped with: toilet and shower, TV, refrigerator, microwave, coffee maker and kettle, bunk bed, table and chairs, duvets, pillows, blankets and crockery. You must bring your own bedding, (ie sheets, duvet covers and pillowcases for each bed). The guest room is rented out by the day throughout the year. Bookings by The laundry system (Aptus). There you can check when the room is available. When you have decided and booked the guest room, you pay direct by Swish the rent and the deposit in advance. The rent is SEK 450 per day, and deposit 1.000 SEK per booking. When paying with Swish, write your apartment number. Your apartment number is on the outside of your apartment door. (Not LMV no.)

Cancellation without extra charge can be made up to 72 hours before booked day. Late cancellation is charged with half the rent (SEK 225).

Your orange keytag will be activated for the door to guestroom during your rentperiod.



influence

You have the opportunity to influence the management of the association and thus well-being and the financial result. You can write a motion and vote at the annual association meeting. The Annual General Meeting is the highest decision-making body. Then the members gather and elect a board, discuss the activities, ask questions and receive information about the association's activities.

A prerequisite for democracy in the association to function well is that as many people as possible participate in the annual general meeting. It is also fine to write a letter and put it in the association's mailbox at Vikingen Narviksgatan 19. The letter will be processed at the next board meeting. The board usually has a meeting every month except during July. You can also send letters by email.

Inherent



Renting out a room or part of your apartment while you live in the apartment yourself is having boarders. You do not have to have the board's permission to have boarders. You must live in the apartment yourself during the time you have a boarder. The difference between renting out to residents and other types of tenants lies in the word "independent". A boarder does not live alone in the home, but shares it with you. It does not matter if you rent out one or more rooms, or if you yourself choose to keep only one room for yourself and rent out the rest of the home as long as you

live there. You cannot live in the rental room and let the resident use the apartment, it is a sublease. You may not have more than two boarders at the same time. It must not become a hotel business.

internal maintenance



Your rights and obligations with regard to the extent of maintenance and repair responsibility for the apartment are specified in the Housing Owners Act and the association's statutes. In short, the regulations mean that you yourself are responsible for maintenance and repairs that need to be done in the apartment and are also responsible for the costs. However, the association is responsible for maintenance and repair of pipes for sewage, heating, electricity and water about the association provided the apartment with the wires and these serve more than one apartment. The same applies ventilation ducts and cables for broadband and TV. To the extent that the wires need to be painted you answer for it.

Interest and commitment



You own and are responsible for part of the association! That is what is meant by buying and living in a condominium. You and the other members own the association together. Membership comes with both obligations and rights, which you can read more about in our statutes at www.vikingen.org. If you previously lived in a rental property, you may have been used to picking up the phone and letting them know if something was broken and then getting help with it at no additional cost. It was, so to speak, included in the rent that you paid to the property owner. This is not the case now, but here you pay yourself for most of the things that need to be fixed in your apartment.

If it snowed a lot and we didn't have time to clear in front of your gate, there is a broom in the entrance that you can use.

The entrance gates are often put up, perhaps because guests are expected or because someone in the family doesn't have a tag. The entrance is locked to make you feel safe. If you see a door open, please close it. If you see someone setting up the gate, tell them they can buy another tag from Richard or order via error report.

If you see someone dumping bulky waste on the farm or the turnpike, tell them, a load to the tip costs SEK 3,000 that could be used better. In the summer, when the weather is very dry and fine, the plants in our pots may need to be watered more than we have time for. If you see that the pot outside your gate is dry, we will be very happy if you help.

Neighborhood watch is the best protection against burglary, feel free to get to know those who live in your gate, you can help each other. If you see someone who looks lost, ask if you can help.

Internet



We have a fiber optic property network in Vikingen, which is connected to the Akalla-Husby Network (AHN). Akalla-Husby Nätort consists of six cooperating condominium associations in Husby and Akalla, namely Brf Vikingen, Brf Trädgårdsstaden, Brf Pargas, Brf Lofoten, Brf Akallahöjden and the Akalladalen community.



In the apartment above the front door there is an internet socket, which can be used for Internet services, among other things. Making interventions in existing installed broadband facilities is absolutely prohibited.

Some apartments do not have fiber installed, this may be because a previous tenant did not give access to the contractor or because the installation was dismantled. If your apartment lacks fiber, contact Bahnhof.se below.

Bahnhof Bredband

Error reporting and information

Tel. 010-510 00 00 You say you belong to AHN (Akalla Husby Nätort)

Kundservice@bahnhof.se

For new subscriptions contact

- Member contacts Bahnhof on phone 08-555 771 00 for agreement
- The member must check above the apartment door if there is a converter with a wall outlet (see picture)
- If there is no fiber socket, it is not something that the housing association pays for. The association can help you get fiber into the apartment, but you must pay for it. It can cost anything from SEK 3,000 to SEK 10,000, depending on whether fiber has never been installed or if a previous tenant dismantled the installation during renovation. We cannot guarantee that it will be possible to pull in new fiber.

Bahnhof homesite:

www.bahnhof.se

AHN (Akalla Husby Nätort)

www.ahn.se

insurance policy with a condominium supplement

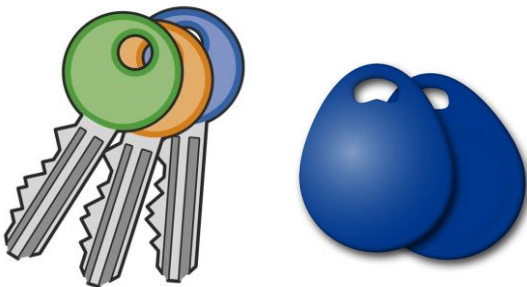


You must have a home insurance policy with a condominium supplement. If you are unsure, check your policy or call your insurance company. Not having adequate insurance cover can cost you considerable sums in the event of an accident. If your apartment is so damaged that you cannot live there during the repair period, it is on the home insurance that you must request compensation for additional costs in the accommodation.

As a condominium owner, you yourself are responsible for the fixed furnishings in your home. It is therefore necessary that you supplement your home insurance with a special condominium supplement. Homeowner's insurance compensates for damage to fixed furnishings that you are responsible for according to the association's statutes and the Tenant Ownership Act. It could be appliances, bathtubs or floors, for example. Check that liability insurance is included, it is this element that can compensate, for example, if your neighbor requests compensation for damage from your apartment.

K

Keys and Tags



Doors to entrances and laundry rooms are locked 24 hours a day. A key tag is required for access. The key tags are available in several different colors to facilitate locking the tag in the event of loss. The orange tag is a multi-tag and is suitable not only for your own entrance, but also for the laundry rooms on your own yard, and for the sauna if you wish. You can order more tags (but not the orange one) through the administrator for SEK 250/piece.

Other doors, e.g. basement, pram room, bicycle room or the barrier, here you must have a key. They are slightly different keys depending on where you live. You can order a key by reporting a fault on 08-22 04 44 or from the Property Manager at Narviksgatan 19. There is no master key to the apartments. If you buy an apartment, we recommend that you replace the lock cylinders. You can arrange a key to your own apartment with a locksmith.



In the case of Kivra, invoice has been sent to one of you who is a member/tenant. If you received a notice on Kivra but want to change the recipient of the notice, you change the address on the Notification Portal and change the notification method there to e-mail, e-invoice or direct debit. If you wish to have another avi recipient via Kivra:

Remove the person who is the current recipient. Under notification method, press Postal address and select the person in the drop-down who should be the recipient. Kivra means that the invoices reach you as the recipient in a safe way and that you have easy access to your flyers. If you have chosen e-invoice, your avi will still be sent to your internet bank. If you pay your invoice today via direct debit, the invoice will come to Kivra, but it will still be withdrawn via the direct debit. If you don't want to receive email via Kivra, it's easy to search for Simpleko as a sender in Kivra and deselect Simpleko.

L

Laundry rooms

Laundry rooms are located on the street level of the houses. Washing time is divided into 4 sessions; 07.00 – 11.00, 11.00 – 15.00, 15.00 – 19.00, 19.00 – 22.00 (The washing machines turn off at 22.00 because they disturb the neighbors).

The laundries may only be used for household laundry and may only be used by the residents of the association at the times specified above. The washrooms can be booked in three different ways:

A on the website www.vikingen.org or <https://vikingen.sakrafast.se>

B on iphone or Google Play

C Booking board in the rough wash room in your yard

Remember that you will only enter the laundry room you booked, and the time you booked. If you have booked the laundry pass 07.00-10.00, you will not enter the laundry before 07.00. You must start your laundry session within 30 minutes of the session by opening the cabin with your orange tag. If you have not opened the cabin within 30 minutes, your laundry pass will return as free and someone else can book it. You can use the laundry room a maximum of twice per week.

A on web site

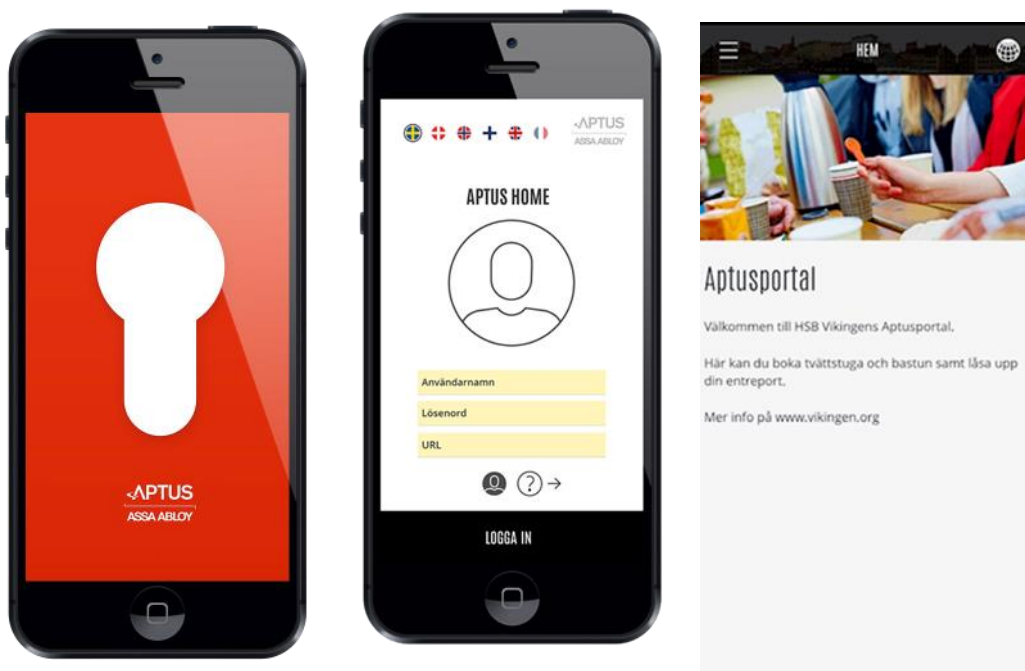
BOKA – TVÄTT – BOKA STAVANGERGATAN 16-46 : Fintvätt S 46 ▾						
MÅNDAG	TISDAG	ONSDAG	TORSDAG	FREDAG	LÖRDAG	SÖNDAG
20	21	22	23	24	25	26
07:00 - 11:00 +	07:00 - 11:00 +	07:00 - 11:00 +	07:00 - 11:00 +	07:00 - 11:00 +	07:00 - 11:00 +	07:00 - 11:00 +
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Log in with your username and password, which you can order from Spetsudden error reporting 08-22 04 44 or email to info@spetsudden.se

You will come to a login box where you enter your username and password. You have now reached the booking screen. The booking screen consists of columns and rows where each column is a day and each row a pass, see the picture above.

Choose standard or rough wash. If you choose standard, you will also get to choose which standard cabin you want to book. Click on the tab for the standard laundry you want to book. There can be up to four tabs.

B on iphone eller Google Play



First, download the App

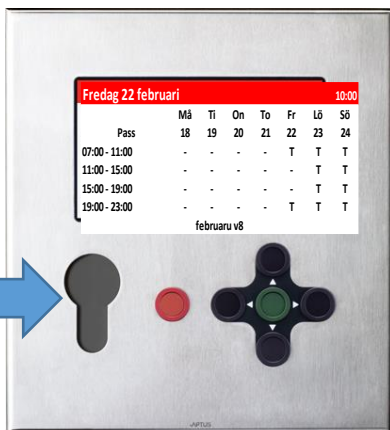
Download from the App Store or Google play depending on the type of smartphone you are using. The app is inserted in the same way as other apps on the phone.

To be able to post your booking, a user ID is needed, which you can order from Spetsudden error report 08-22 04 44 or email to info@spetsudden.se It is the same as for booking at the web.

URL is <http://vikingen.sakraft.se>

Tap the Globe and select the language

C Booking at the booking board



Booking is done on an electronic booking board which is in the dry cleaning room on your yard. (Stavangergatan 4-14 book at Stavangergatan 34).

- Place your orange tag against the board (at the blue arrow in the picture above)
- Scroll with the arrows and select an available wash session.
- Confirm the booking with YES and press the green button.
- You have now booked the laundry session On the day and time you booked the laundry pass, you can enter the laundry room with your red tag. Note, you must choose which laundry room you want to book.

To book a wash session on the board, you must have an orange key tag. If the booked time is not used within 30 minutes, someone else has the right to use the time.

When using the machines and other aids that are available, it is the duty of everyone who uses the laundry room to carefully follow the applicable instructions for use and care regulations so that unnecessary damage is avoided, and to carefully clean and clean up after themselves.

Within the association's area there are also 3 laundromats, Lofotengatan 13, Narviksgatan 15 and Stavangergatan 34. The coarse laundry rooms are intended for coarser textiles such as carpets and blankets, etc.

Littering



Unfortunately, it happens that residents in our association do not care about the rules and display bulky waste outside the entrance or in the basement. The association does not accept this and is trying to find out who exhibited the garbage. Those who are caught have to pay for the removal, which costs around SEK 3,000. Many sneak down to the environmental station and dump bulky waste by the green containers. It is illegal to litter in Sweden. Anyone who litters can be fined or imprisoned.

M

Mailbox in door



The association puts up the owners name on the mailbox and on information board at entrance. You may not put up your own name strips on the mailbox or on the door. If you own the apartment alone and want to have your wife/husbands or partner's name on the door, contact Spetsudden. If you have tenants, they must have a c/o address.

Marshals



It is not allowed to post marshals outside the gates, this is primarily due to safety reasons, but also because children, adults or animals can burn themselves, there can be damage to the ground or someone bumps into a marshal and there is candle (paraffin) over the gate stone.

Meetingroom (Association room)



The association's meeting room can be booked and rented by members and tenants within Brf Vikingen. Vikingen is located at Narviksgatan 19 and is used for the board, administration and is also available for rental. In the premises there is a toilet, kitchen with fridge/freezer, dishwasher, glassware and crockery as well as tables and chairs for 60 people.

Times for rental

The premises are rented out,

- Friday – Saturday at 12.00-23.00
- Sunday at 12.00-22.00

Other times upon request.

The cost per occasion amounts to SEK 1,000/occasion and a deposit of SEK 1,000. Rent and deposit are paid with Swish directly when booking. Refund of the deposit takes place with Swish, after an approved inspection, on the Wednesday after the last rental. With swish, apartment number 3 digits must be entered in the message. (electronic LMV no.) without extra charge can take place up to 72 hours before the booked pass. Late cancellation is charged with half the rent (SEK 500)

Your orange tag will be activated from 12 noon on the day of your booking until 12 noon the following day.

Bookings are only made by the laundry booking system (Aptus).

Miscellaneous

If there is anything that is unclear or that you are thinking about, you are welcome to contact someone on the board or our property manager Matz Eklund.

N

Name plate on the door and in the gate

See mailbox

Nomination to annual meeting

The nomination committee's task is to produce names of members who are interested in board work. The nomination committee is elected at the annual general meeting. Are you interested in working on the board? In that case, contact the election committee - who they are can be seen on the association's website under the heading Board.

P

Parking



Within the association, there are parking spaces on the roof of the garage Lofotengatan 1-5 and a surface parking lot located on Narviksgatan 1. A parking space costs SEK 450 a month. To rent a space, contact Smart Parking. Contact via email - info@smartp.se, Contact via phone - 0771-80 88 80 They are open weekdays between 08:00 and 17:00

Parking for visitors



There is visitor parking on the roof of the garage Lofotengatan 1-7 and on Narviksgatan 1.

Pests



Folksam

The property insurance that the association took out with Folksam includes cleaning against pests. If you find vermin in the apartment, contact customer service at Folksam 0771-950 950. It is Anticimex that carries out cleaning or inspections on behalf of Folksam. If you contact Anticimex directly on 075-245 10 00, you can get information over the phone, but a report to Folksam must be made.

Properties in the association HSB Vikingen

Kv Tromsö 1 – 5,
Kv Stavanger 1
Kv Lofoten 2

Stavangergatan 4 – 46, Lofotengatan 9 – 43 and Narviksgatan 3 – 19. Leasehold.

R

Real estate agent



Real estate agents who want apartments information can order this via <https://www.simpleko.se/for-kunder/for-maklare/> a signed real estate assignment is needed to get a broker's photo.

Recycling station



There are two recycling stations in the immediate area. At the top of Stavangergatan next to the green garage there is a station and next to the turnpike on Narviksgatan there is another. There are containers for newspapers, paper packaging, colored and uncolored glass, plastic packaging, metal and batteries. 2-3 times a year, often in connection with cleaning days, we hire containers to dispose of larger bulky waste. However, construction waste, white goods or electrical scrap may not be thrown away.

It is not allowed to put things next to the containers, it is considered littering and is an environmental crime.

Lövsta Recycling center located at Lövstavägen 491, you can also drop off furniture, electrical scrap, white goods, chemicals, paint, flat glass, etc. There are containers that are clearly marked for recycling. There are also containers for recycling things. It is free for the public to leave.

Monday-Thursday 10:00-20:00

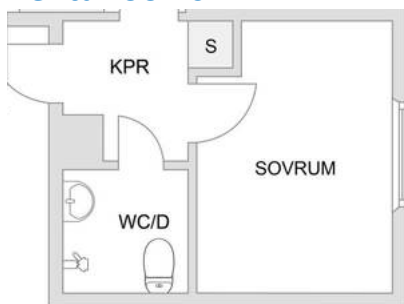
Friday-Sunday 09:00-17:00

Reminderfee

PÅMINNELSE

I got a reminder but I didn't get any invoices. Do I have to pay the reminder fee? You have to do that. You are always responsible for paying your fee/rent on time. If, despite this, you believe that you should not pay, then contact the board/landlord who can notify us to remove the reminder fee.

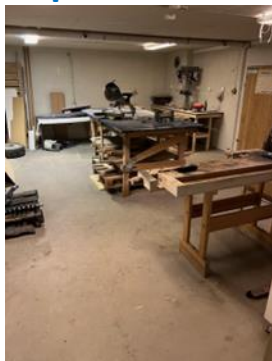
Rentalrooms



Some apartments within the association have a rental room that belongs to the apartment. The rental room consists of a bedroom, a hall and a toilet with a shower.

There is no kitchenette and no kitchen ventilation. It is not permitted to draw water or sewage into the hall or the bedroom, nor is it permitted to build a kitchenette or mini kitchen. You may have a fridge, a Micro or kettle. You may heat food but not cook it. The owner of the apartment is responsible for the "tenant" following the rules found in the association

Repair room



The association's repair room is at Stavangergatan 40 in the lower basement passage, entrance from the gable Stavangergatan 40. Here there is a carpenter's bench, pillar drill, bench sanding machine, saw cut machine, etc. Here you can fix a chair, cut shelves, fix your bike or other small jobs you can't do in the apartment. To book the hobby room, contact error reporting on 08-22 04 44 or an email to matz@spetsudden.se, you will then get access to the room for 1-3 with your orange keytag.

Renovate and Rebuild



For extensive renovations in the apartment, the board's approval is required, which examines every application for a change of apartment in collaboration with our manager Spetsudden. Below is information on responsibility, general rules of procedure for renovation and an application form to fill out. What are significant changes?

The owner may not, without the board's permission, carry out measures in the apartment that include;

- Change in supporting walls
- Modification of existing pipes for sewage, heating, gas or water,
- Other significant change to the apartment

You may not block ventilation, or change to another type of ventilation.

You may not draw water or sewage into rental rooms or other spaces in the apartment. You may also not install a kitchenette/mini kitchen in a rental room or elsewhere in the home. The application for a permit for renovation must be submitted to our manager who, at the board's request, carries out an investigation and issues a permit for renovation measures. The application must be made on a special application form, supplemented with explanatory drawings and sent to Spetsudden or to Narviksgatan 19. Form available at www.vikingen.org

Residency requirements – Owner must be registered in the apartment



In our association there is a residence requirement, which means that in order to acquire and own a condominium apartment, the owner must be registered in the apartment. This means that you cannot buy an apartment without moving into it. The association continuously checks that apartments are not illegally sublet. If someone has been registered at your address, regardless of whether it is by mistake or on purpose, you must report this to the Tax Agency.

If you believe that someone is incorrectly registered at your address, you should report this to the Tax Agency. This process can take a few weeks because the Swedish Tax Agency has to carry out an investigation, track down the person and ask them to register at the correct address. If, after the investigation, the Swedish Tax Agency cannot establish where the person actually lives, they can change the population register to "without known domicile". In this way, you will get rid of someone who has registered at your address.

It is important to be registered where you live because this governs rights and obligations when it comes to, for example, housing allowance, where you must pay taxes and where you must vote.

On 1 July 2018, the Civil Registration Act (SFS 1991:481) was amended, which means, among other things, that the Tax Agency has the right to carry out inspection visits to ensure that persons living in Sweden are included in the register and that the address information is correct. The change also means that anyone who provides incorrect information about civil registration or does not report a new address when moving can be convicted of civil registration offences

Rules of procedure



- that if damage occurs that requires immediate action, immediately notify the administrator or the board. Otherwise, as soon as possible.
- to be careful about and take good care of the association's property.
- not to use the apartment or the association's space for other than the intended purpose or in such a way that it may be disruptive to neighboring residents.
- not to leave the entrance door unlocked.
- in order to exercise continuous supervision over the apartment, it must always be possible for the board to reach someone in the household in the event of water damage or other important matter.
- to never leave the door to the basement or other common areas unlocked.
- to be sparing with water, both hot and cold.
- not to hang laundry visibly on the balcony
- not to shake or whip carpets, bedding, etc. through windows or from balconies.
- not to grill on the balcony.
- not to park bicycles, mopeds or personal belongings outside the apartment in the stairwell in basement corridors or other spaces not intended for this.
- within the designated space in winter, ensure that damage does not occur to water pipes due to windows or doors being left open.
- not to place a drying mat outside the apartment door.

- only put rubbish etc. in well-sealed packaging in the rubbish disposal.
- to report immediately if pests are found in the home.
- to monitor that pets do not cause noise or dirt.
- to ensure that dogs do not roost in plantations or playgrounds. Dogs must always be kept on a leash in the residential area.
- to carefully follow the instructions regarding the outdoor antenna or satellite dish on the property.
- to otherwise follow the board's or manager's instructions.

Rough laundry rooms (coarse washing)

Within the association's area there are 3 Laundry rooms for rouge laundry

- Lofotengata 13,
- Narviksgatan 15,
- Stavangergatan 34

The rough laundry rooms are intended for coarser textiles such as carpets and blankets, etc. For use and order, the same rules apply as in other laundries. If an error occurs in the laundry room, the error must immediately reported to the property manager (defect report). A key tag (orange) is required for access. The is in the general laundry room, you book both the general and fine laundry room.

S

Satellite dishes



- The satellite dish may only be set up inside the balcony. Max 25% of the antenna can protrude over the railing, cables must not hang or be pulled outside the railing.
- The satellite dish must be professionally installed.
- The dish is mounted, for example, with a telescopic bracket between the floor of the balcony and the ceiling, or with a free-standing foundation on the balcony floor.
- The satellite dish must not be mounted on the facade or on window frames. Bolts to the satellite dish must not be attached to the facade, to the concrete of the balcony, the railing or the window frame. Façade also means the walls/ceiling of the balcony.
- The apartment owner is responsible for supervision and maintenance of the antenna.

Sauna



Sauna and steam bath, available to members at Stavangergatan 44. You can book the sauna for 2 hours with your apartment number on the electronic booking board Stavangergatan 34 or on the web <https://vikingen.sakraft.se>

The orange tag can be programmed so that it gives access to the sauna. Contact Spetsudden 08-22 04 44 for programming the orange tag, yearly fee 250 kr.

Showers



It is possible to use the showers in the sauna in the event of, for example, water damage or if your bathroom is being renovated. See further under the heading sauna.

Storage



Each apartment has a basement storage room. They are located in the basement of the property, some apartments have a storage room in an adjacent property. The storage room is marked with the respective apartment number. To lock your storage, a padlock is used that you buy and put there yourself. If you leave your storage room unlocked, there is a big risk that someone else will take your stash.

You may only keep 1 set of car wheels in the storage room due to the risk of fire. If someone takes your storage, that's your problem, the association can help you, however, for a fee.

Smoking



Smoking in lifts, laundry rooms, stairwells, playgrounds and other common areas is not permitted. Throw cigarette butts in the ashtray outside each entrance. It is forbidden and punishable to throw cigarette butts on the ground.

Subletting



You may not sublet your apartment without permission. In order to be allowed to rent out their apartment, the apartment owner must have valid reasons and submit a completely completed application which must be approved by the board. Reasons refer to why the condominium owner/s cannot use the home. Without the board's approval, the member may lose the right to use his apartment. Subletting of condominiums, i.e. renting out one's apartment to someone who will use the apartment independently. The board's approval is also required if you lend the apartment without charging any rent to a friend, relative or partner. Information on subletting and tenant-in-residence

A form to apply for permission to rent out your condominium can be found at www.vikingen.org or at Narviksgatan 19. You send the form to HSB Vikingen, Narviksgatan 19, 164 33 Kista, alternatively you put it in the board mailbox Narviksgatan 19. Granted application means that the association will charge a fee of approximately SEK 573/month. (10% of the price base amount per year). Your secondary tenant must have a c/o address. No personal nameplates on the doors. Reasons for renting can be;

- Temporary work/study in another city
- Military service,
- trial accommodation with partner

Other reasons can be examined by the board in accordance with the tenancy board's rules.

It is the tenant who is responsible for the monthly fee being paid, and for the second-hand tenant to comply with the association's well-being and order rules.

An apartment may be rented for a maximum of 12 months at a time, after which a new application is required. Subletting longer than a total of 12 months is only approved for special reasons.

T

Transfer of apartment



The transfer of a thbe apartment can take place in several ways. Transfer can take place through the sale of the condominium, often with the help of a broker. A change in ownership can also take place through a gift, inheritance or division of property. In case of transfer, a transfer agreement needs to be drawn up between buyer and seller. In the case of a gift, a gift deed needs to be drawn up. In the case of a property division, it is a property division agreement that is written and in the case of an inheritance, it is the registered estate register that applies as the deed of transfer. The documents must be sent to HSB Brf Vikingen, Narviksgatan 19 164 33 Kista. A copy of the buyer's ID card must be attached. if you want help with a transfer or a gift, contact Spetsudden.

W

Walker



If you have a walker, it must be parked inside your apartment. No objects that can prevent fire escape must be in the stairwell.

Wast

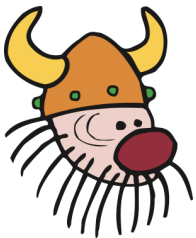


Only household waste may be thrown into the garbage chute in the stairwell. Package your garbage well and tie the garbage bag tightly. Pizza boxes, bottles or glass jars, coarse or hazardous waste must not be thrown into the garbage chute. Glass and paper (including pizza boxes) can be dropped off at the Narviksgatan recycling station next to the turnpike or Stavangergatan 71-73.

The garbage disposals are connected to a central garbage collection system. From the garbage dumpsters, the garbage is transported by means of vacuum through pipelines to a central facility at Helsingforsgatan, where it is fully automatically packed into containers for transport away. The system is hygienic and works without disturbing noise. At the bottom of the garbage chute there is a valve that airtightly separates the chute from the pipe system. At set times, the valve is opened so that the house's garbage can fall into the pipe mouth, then the valve is closed and the vacuum suction begins. All valve maneuvers take place automatically with the help of a computer in the central plant.

Note! Should any object get stuck in the valve so that it does not close tightly, the vacuuming cannot be carried out. In the event of such stoppages, costly interventions must always be carried out for the condominium association. In order to avoid stoppages and operational disruptions, only regular household rubbish that is well packaged may therefore be placed in the rubbish bins. The facility's closed construction means that if something is accidentally thrown or dropped in the garbage chute, it cannot be found.

Website



The association has its own website, you can find it at www.vikingen.org where you can find, among other things, this information.