



## Rental Policy Älmhultsbostäder AB

Everyone should have an equal right and opportunity to seek housing in Älmhultsbostäder AB. ÄBO will support and work for a positive development of Älmhult. We also want to create a good balance and a natural blend of different people and households in our neighborhoods. We will contribute to create comfortable, safe areas and satisfied tenants. Anyone who meets the following basic requirements can become a tenant of us.

### To register

To apply for housing with ÄBO, you must be registered as an applicant. To register, applicants must be at least 16 years old, but in order to obtain an apartment and sign a rental contract you must be 18 years.

A points-based queuing system is applied. For each day that the applicant is registered, you receive one point. The purchase point is personal and cannot be transferred except in the following two cases:

- In the event of death, the purchase points can be transferred to the surviving spouse/registered partner.
- If a spouse/registered partner permanently moves to a nursing home, they can transfer their points to the other.

In both cases, ÄBO makes a check against the population register.

Applicants must fill in their complete information, and are responsible for continuously updating these as information may change in view of the job or size of apartment applied for.

Residents with ÄBO who are the main contracting party on the lease agreement collect loyalty points automatically from the move-in date on the current lease agreement. If you live with us, you can credit your residence time as queuing time, where one day corresponds to one point (applies to main contract holders).

If the tenant terminates the tenancy through his own termination, or termination by the company, he loses his loyalty points.

Applicants must fill in their complete data and continuously update them when the information is subject to change given the job, pay, co-applicant or size of the apartment.

### Update My Pages

At least once every three months, you must log in with your details (social security number and password or BankID) on our website and confirm/update your details. When updating, the applicant must indicate whether he is looking for housing actively (within 6 months) or passively.



Those who do not update themselves every third month lose their place in the queue system. Two reminders about updating My Pages are sent via e-mail or letter, one week apart. The first is sent two weeks before the time expires.

## **Offer of apartment**

All available apartments are published on our website.

ÄBO informs about the apartment, access date and rent. In addition, it is stated which is the last day to register your interest in applying for the apartment.

An apartment offer is sent to the three applicants who have the most points and meet our requirement profile according to this policy. Applicants book an appointment with the current tenant to show the apartment, then they return with an answer to ÄBO about continued interest or not in renting the apartment. It is important that you answer yes or no to your offers within the response time specified, if you fail to answer three times to offers you have received, you will be deregistered from our queue system and lose your points. Applicants can register a maximum of three apartments at a time.

If none of the three applicants is interested in the apartment offer, a new offer is sent to the next three applicants. If, even after this mailing, there is no interest in the apartment, an available apartment is matched against a demand profile in the entire book queue.

Offer of apartment in new production is handled both against purchase points or alternatively can be rented out in accordance with the board's decision for the unique project. This may mean that newly produced apartments, to varying extents, can be rented out via purchase points, first come, first served, prioritizing tenants already living in the area, etc.

## **Priority existing tenants**

A request for priority can be reported, but not for a specific apartment. Approved reasons for right of way can be:

- Permanent functional variation that has consequences in the current home at ÄBO, such as technically non-adaptable housing, for example bathrooms and stairs.
- Significantly changed conditions compared to when the lease was signed after individual review.
- Applicants who live in another municipality and have obtained employment, a place in education or are going to start their own business in Älmhult municipality.

Priority cannot be guaranteed and consideration is given on a case-by-case basis.



## Legal entities

The issue of the number of leases with legal entities must be examined every year and these leases must be limited in time. The number of lease agreements for apartments with legal entities may not exceed 5% of the apartment stock.

A legal person with a rental contract is responsible for taking out home insurance for a rented apartment. Loyalty points are not issued to legal entities. Lease agreements with Älmhult municipality are regulated in a separate agreement.

## Sign lease

Lease agreements must be signed within 5 days of the contract offer. Digital signing is possible. Queue points and possibly loyalty points are reset to zero for all tenants when signing a new lease.

A prerequisite for being able to sign a lease for a home with us is that the applicant has the financial means to be able to pay the rent in the long term, and as guidelines we work based on the following:

We follow the Swedish Enforcement Agency's recommendations and the tenant/household must keep an amount at least equivalent to the normal amount after the rent is paid. If the spouse/registered partner/cohabitant's income is included in the household's total income, both parties must sign the rental contract.

- No payment notices in the last 12 months, no debt balance with the Swedish Enforcement Agency or current rent arrears.
- Establishment allowance and subsistence allowance are approved as income if the applicant has been registered in the population register in Älmhult municipality for the past 6 months.
- If capital is stated as income, the capital must amount to a sum corresponding to at least three annual rents.
- Employment for at least the next 6 months is counted as income. Other compensation or contributions must have a remaining period of at least 6 months.
- It is the applicant's responsibility to substantiate the information and provide a reference if ÄBO so requires.
- ÄBO reserves the right to carry out a credit report on all applicants and to take references from previous landlords.

## Number of people on the lease

If the tenant wishes to rent the home together with a close person, it is fine for both to sign the rental agreement together. ÄBO allows a maximum of two people to be on the rental agreement.



## Number of residents in the apartment

Must be reasonable in relation to the apartment's size, layout and equipment. These rules exist to prevent unhealthy living conditions, partly for those who live in cramped conditions, partly for nearby residents who are affected. ÄBO complies with the housing authority's standard for overcrowding, and to counteract overcrowding, we have as a guideline that the number of residents may not exceed 2 people per room excluding kitchen and living room:

1 room and kitchenette	maximum 1 person
1 room and kitchen	maximum 2 people
2 rooms and kitchen	maximum 3 people
3 rooms and kitchen	maximum 4 people
4 rooms and kitchen	maximum 6 people
5 rooms and kitchen	maximum 8 people

By persons is meant adults and children over 2 years of age.

## Denied lease

If you have mismanaged your relationship with ÄBO, you may be refused from signing a rental agreement, mismanaged relationship means:

- Mismanaged payments
- Illegal subletting
- Serious disturbances to other tenants
- Neglect of apartment
- Threats or violence against staff
- Executed eviction

## Sublease

An apartment owner can, under special circumstances, apply to sublet their apartment. In case of subletting, it is always the primary tenant who is responsible for the apartment and the payment of the rent. The subtenant and lease agreement for subletting must be approved by ÄBO.

Maximum time for subletting is two years.

It is not permitted to let part of an apartment for compensation.



### **Application for direct exchange**

In special circumstances, an apartment owner can apply to transfer his tenancy by exchanging with another tenant at ÄBO. ÄBO accepts transfers according to the rules stated in the Rent Act, provided that the requirements in the rental policy are followed. Ground floor apartments are exempt from the possibility of direct exchange.

Transfer can take place no earlier than two calendar months after a complete application has been received by ÄBO.

When the exchange has been completed, both parties are deregistered from the housing queue and possibly purchase points or loyalty points are reset to zero.

Personal data and documents that prove the situation stated below must be attached to the application, such as:

- Changed family situation
- Changed place of residence
- Changed financial situation
- Business trips
- Changed state of health
- Other

### **Application for transfer of apartment**

A tenant can, under certain circumstances, transfer their apartment to another person. ÄBO accepts transfers according to the rules stated in the Rent Act, i.e. transfers to spouses and persons living together permanently, provided that the requirements in the rental policy are followed.

Transfer can take place no earlier than two calendar months after the complete application has been received by ÄBO

Reason for transfer:

- Transfer between spouses or cohabitants. Certificates from the civil registry or other relevant documents are attached to this application.
- Transfer due to long-term cohabitation (at least two years). A certificate from the civil registration register is attached to this application.
- Transfer of deceased's estate to spouse/partner/permanent cohabitation.

If a person wishes to be entered into an existing lease, one of the following applies:

- That the person is the spouse or registered partner of the apartment owner
- That the persons have lived together according to the population register for at least two years and live in a marital relationship.
- Additional person must always meet the requirements in the rental policy



## Termination of rental agreement

Termination of the rental agreement must be done in writing, but is also valid by e-mail.

Upon termination of the main agreement, as a general rule, the underlying lease also ends, unless the tenant moves within ÄBO's holdings.

Transfer must take place within three (3) calendar months after the termination has been received by ÄBO. If the tenant wishes to move out earlier than the formal termination date, the tenant, with his signature of this termination, gives ÄBO the right to rent out the apartment until the above stated desired move-out date.

However, ÄBO does not guarantee that the rental will take place on the desired move-out date, but it is always the formal move-out date that is binding for the tenant. During the notice period, the tenant is obliged to participate in showing the apartment to the applicant.

Existing tenants who move within ÄBO's holdings have two and a half (2.5) months' notice and shall, as a general rule, only be charged double rent for 15 days. If you move together and leave two apartments, three months' notice applies to co-applicants. If you are moving to a residence and the move-in date is about a calendar month, this means one and a half months of double rent.

Two inspections will take place during the notice period, a preliminary inspection and a final inspection. In case of re-inspection of the final inspection, a fee will be charged to the tenant according to the applicable rate. If the cleaning of the apartment is not approved during the

inspection, a cleaning company will be hired and the cost will be charged to the moving tenant.

These inspections do not affect the above-agreed move-out date. The moving tenant attends the inspections.

## Other

**Payment** - rent is paid in advance no later than the last weekday before the beginning of each calendar month. The invoice is always sent via e-mail unless e-invoice or direct debit has been selected. When signing a new lease, the first month's rent must be paid before keys are handed over.

**Non-payment** - if the rent is not paid on time, the matter is passed on to debt collection. In case of repeated non-payment, the rental agreement may expire.

**Home insurance** - Current home insurance must be in place throughout the rental period. Responsibility for taking out home insurance rests with the tenant.

**Civil registration** - It is important to be registered where you live and you who live in the apartment must be registered in the apartment unless exceptions have been granted in advance by ÄBO. This ensures that you are the one who rents the apartment and also lives there. We carry out ongoing checks to prevent and stop illegal subletting. At [skatteverket.se](http://skatteverket.se) you can read about being registered.



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**Maintenance of the apartment** - In connection with access to the apartment, a review of the maintenance of the apartment, machines and possibly washroom. After moving in, the tenant is obliged to accept a scheduled visit by staff from ÄBO for a personal review of the apartment's maintenance.

**Älmhultsbostäder AB reserves the right to freely choose the tenant.**