

APPENDIX 3

HOUSE RULES FOR UNITY KISTA CAMPUS

Welcome to UNITY Kista Campus – a Campus to enjoy!

Everyone has the right to a peaceful home with study. Help us ensuring that by following these rules and you will contribute to the well-being of your neighbors and staff.

These house rules can be updated after signing the contract. It is the tenant's responsibility to keep up to date with the applicable house rules, information is posted on our website and can be found in the Management Office on Campus.

Accommodation information

Please read our Accommodation information that will provide you with additional important information, instructions and good tips. Accommodation information is updated regularly and can be read on our website, as well in the Management Office on Campus.

Apartment

Apartment and associated storage room must be well cared for and maintained by the tenant. It is not allowed to renovate/change anything in the apartment, repaint or put up things and ornaments that cause holes or stains in the walls.

Cleaning – Regulary cleaning bust be done.

Windows - Do not forget to close windows after airing.

Shower - Always have a shower curtain when showering. Pay attention to flooding on the floor.

Barbeque

Only electric or gas grill is allowed outdoors in the yard. These must only be used so that discomfort does not arise for the surrounding Neighbors. Tenant is liable for damage caused due to carelessness or negligence. Grill carefully!

Bicycles

Bicycles must be placed outdoor or in the bicycle room. The apartment key opens the door to the bicycle storage room. Bicycles must not be placed in stairwells, against house walls, in basements or in the corridors.

Birds

It is not allowed to feed birds from the terrace, patio or in the yard.

Broadband/Wi-F

Every apartment has broadband sockets and Wi-Fi can be added at a cost.

Cleaning

Tenant is responsible for regularly cleaning their home. Cleaning instructions are listed in the Accommodation Information on the website.

The wooden floor must not be wet dried.

Pay attention for pests such as bedbugs that should be reported immediately.

Common areas

There are several common areas on campus. Study room, lounge, kitchen and gym. Show consideration for your neighbors and pick up after you and respect the stated opening hours.



Contact

Our Management Office is in building 2 on Campus. Please visit us if you have any questions or requests. Or send an e-mail: <u>info.kistacampus@unity-living.com</u> with your contact details and apartment number. Telephone: +46 (0)760 60 11 01

Damage

Notification of damage or error must be made immediately. See Fault report.

Entrances, stairwells, basements and elevators

Doormats, shoes, bicycles, furniture, etc., must not be placed or laid in stairwells, corridors or in basement aisles. All to facilitate cleaning and considering evacuation in connection with fire and/or accident. Entrance doors – should be kept closed, make sure the door is locked after you. Do not let anyone unknown into the building.

Façade

Signage through notices on the building's exterior walls or doors should not take place without UNITY Kista Campus' permission. It is forbidden to set up awnings, satellite dishes, cause holes or damage to the façade plaster.

Fault report

Fault report will be managed during weekdays. Send your fault report with your contact details and apartment number to e-mail: support.kistacampus@unity-living.com

In case of an emergency, contact the emergency services for error reports that are stated at the entrance.

Fire Saftey

Save Warn Alarm - Call 112 in case of serious danger Extinguish the fire

Each apartment is its own fire cell, which means that the risk of a fire spreading is limited. Considering evacuation in connection with fire and accidents, doormats, shoes, bicycles, furniture, etc. must not be laid or placed in stairwells, corridors or basements.

Garbage

Garbage should be sorted and well wrapped before it is disposed. Garbage must not be stored in the stairwell or public areas. For the sake of the environment, sort out everything that can be recycled before the garbage bag is thrown away.

Residual waste from household waste is thrown into the waste dumps that are in the yard. Opens with your apartment key. Here, things such as food waste, smaller packaging, sanitary towels, envelopes, post-it notes, tops, toothbrushes, dishcloths, disposable items and the like should be thrown away.

You can't throw this in the trash: Larger packages or pizza boxes. Corrugated board, newspaper, glass, furniture, pots, textiles, etc. these items get stuck.



General Information

Tenant must show consideration and respect their Neighbors at UNITY Kista Campus and in the surrounding area.

The tenant should be careful and take good care of both their own rental apartment as well as common areas and belongings within the UNITY Kista Campus area.

The rental property will be used as a home. - The tenant must take care of the rental property in a responsible manner.

For everyone's well-being, night rest should be valid in the property from 22.00 – 06.00. This means that TV, radio, stereo and machines of various kinds are used so that these do not disturb others. Keep in mind that if you cause a report of disturbance during the evening or at night, you may be charged the cost of Disturbance Watch.

Talk to your Neighbors before you have a party. Remember, you are responsible for your guests.

In the rental apartment, work may not be carried out that may disturb other tenants (see night rest) or be carried out professional or business activities without the permission of UNITY Kista Campus.

Guest

You are allowed to have Guest's in your apartment, Kitchen and Bike Café. Maximum of nine (9) Guest's in the same occasion. Notify your Neighbors in advance. You cannot book a common area for a private event.

Home Insurance

You must have a valid home insurance policy throughout the rental period.

Keys

You download your digital key via the app "Livvi" at the time of occupancy. The digital key is the master key. You open your apartment door, entrance door, public areas, gym, laundry room, bicycle room, storage room, garbage dump and recycling room with this key. In exceptional cases, a key card can be acknowledged from the Management Office. Mailbox key is acknowledged from the Management Office.

Lost key is replaced by the tenant with the sum: Key card – lost key card 50 SEK per card. Mailbox key – lost mailbox key 500 SEK per key.

Lodger

It is not allowed to have a lodger in your home. The number of residents allowed is stated in your rental agreement.

Mattress/Mattress cover

Mattress/Mattress cover should be used as this is a hygiene requirement. Buy from UNITY Kista Campus.

Pets

Pets are not allowed either in own apartment or in the common areas.

Property management

Snow removal, sweeping in the yard and cleaning in stairwells, basements and laundries are provided by the technical manager UNITY Kista Campus employs. If there is extra cleaning due to littering that you have caused, you may be liable for compensation. Please leave it clean and tidy after you.



Smoke detector

Smoke detector should be in every apartment. The tenant is responsible for ensuring that the smoke detector fulfils its function, changing the battery when needed. Please check it regularly to be sure it works properly.

Smoking

UNITY Kista Campus is a non-smoking facility. There is a smoking ban in the apartments and all common areas. Cigarette, snus must not be thrown in common areas, outside the gate or in the yard. Use ashtray or garbage can.

Storage Room

Each apartment has a dedicated storage room in the basement. Here you can store your belongings. Do not store anything that is flammable or in other ways cause inconvenience or damage.

Terrace

Terraces have specified opening hours. Please respect these times with respect to your neighbors throughout the residential area. Use the furniture that is placed on the terrace; however, no indoor furniture should be taken out. Do not feed the birds.

Vermin

In case of vermin, a fault report must be made immediately. See Error report.