



# Information A-Z

-Information for new and existing members of brf Kapprocken

Vällingby April 2024

# Welcome to bostadsrättsföreningen Kapprocken!



Brf Kapprocken is a private housing association according to the Income Tax Act (1999: 1229) that currently consists of 357 condominium apartments and 17 premises. The total area amounts to 22.455 square meters and the association owns the properties *Kanslisilket 1*, *Kanslisilket 4*, *Kapprocken 1* and *Pennkoppen 1* with land rights.

In addition, the association has 56 garages and 86 parking spaces for rent. There are no rental apartments. You and the other members own the association together. With the membership follows both obligations and rights, which you can read more about in our statutes at [www.kapprocken.se](http://www.kapprocken.se).

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## Rules of order and well being

- Be careful and take good care of the associations property.
- If damage occurs, please notify the property management or the Board as soon as possible.
- Do not use the apartment or the association's space for other than the intended purpose, or in such a way that it could be disruptive to neighboring residents. Also, do not cause unnecessary disturbing noise after 9 pm.
- Do not leave open entrance doors unattended.
- Carry out ongoing supervision of the apartment and ensure that your contact details are up to date. There must always be a way for the Board to reach someone in the household in the event of water damage or other urgent matter.
- Never leave a door to the basement or other common areas open or unlocked.
- Please be sparing with water, both hot and cold.
- Do not hang laundry visibly on your balcony.
- Do not shake or whip carpets, bedding etc. through windows or from your balcony.
- Do not grill on your balcony with coal or gas. Electric grills only are allowed.
- Do not park bicycles, mopeds or place personal belongings in entrances or other spaces that are not intended for this.
- Ensure that damage does not occur to water pipes within allocated space, for example by windows left open during winter time.
- Do not put a door mat outside the apartment door.
- Only put household rubbish in well-sealed packaging in the associations rubbish bins.
- Immediately report suspected vermin to the property management.
- Ensure that household pets do not cause noise or dirt.
- Do not rest your dog or cat on the association's playgrounds or gardens. Dogs must always be kept on a leash in the residential area.
- Carefully follow the instructions given about outdoor antennas or satellite dishes.
- In other respects, follow the instructions given by the Board or the property management.

## **A**

### **Airbnb**

Airbnb rentals are not approved in the association.

### **Annual general meeting**

The association's annual general meeting is arranged in December and is the association's highest decision making organ. At that time, the Board's work for the past year is presented, a new Board is elected and motions are considered. The Nomination Committee and auditors are also elected at the meeting.

The general meeting is an opportunity for all members to exert their influence over the association. Each member has one vote at the meeting and the right to submit motions to it. Motions considered at the meeting must be submitted to the Board before October 1.

### **Annual report**

After each financial year (September 1 – August 31), 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. The annual report is given to all members of the housing association in their mailbox. The annual report is also available at [www.kapprocken.se](http://www.kapprocken.se).

### **Apartment number**

Each apartment has a three-digit apartment number unique to the association. When you contact the property- or financial management, you need to state this number so that they can find your apartment. On behalf of the Swedish Tax Agency, among others, the Land Survey has developed a special number (LMV) to facilitate civil registration (this number indicates where in the stairwell the apartment is located). If you contact the management and only state the LMV number, it is difficult to find you, there are over thirty apartments 1002 in our association, but only one apartment no. 223. The LMV number is ONLY used for civil registration, nothing else.

Your three-digit apartment number in the association is found above your apartment door.

### **Awnings and sun protection**

For the installation of an awning on your balcony, permission is required from the association's technical management and that the awning is installed by a specialist. Other sun protection such as parasols and the like must be anchored so that there is no risk that they can blow down from the balcony. It is not permitted to make interventions in an outer wall without permission, you may then become financially responsible for the restoration of the damage you caused.

## **B**

### **Balconies**

For fire safety reasons, all storage of flammable or explosive substances on our balconies is forbidden. Due to the risk of falling objects and thus the risk of injury to person and property, everything (outdoor furniture, windbreaks, flower shelves, etc.) that is stored or mounted on the association's apartment balconies must be so placed / secured that nothing risks blowing down at high wind speeds.

For safety reasons, flower boxes must be placed on the inside of the balcony railing. You may not use your balcony as a storage room, it must be orderly and tidy on your balcony.

Glazing of the association's balconies is not allowed.

## **Basement-/attic storage**

In storage rooms in the basements or attics, you may not install electricity or store flammable substances for fire safety reasons.

Smoking and open flames are prohibited in these areas. The doors of basement and attic spaces must be locked to prevent unauthorized access to the premises, and are also part of fire protection. There are two storage rooms for each apartment, a food cellar and a storage room. The ground floor apartments at Kirunagatan 84 have only one basement storage room per apartment. The storage rooms are marked with the apartment number and are usually located adjacent to your stairwell, either in the basement or in the attic.

To lock your storage unit, a padlock is used that you provide yourself. If you leave your storage unlocked, there is a great risk that someone else will take possession of it. It can be time-consuming to get rid of a freeloader. Unfortunately, it is often not as simple legally as just cutting the lock open and emptying the storage room.

## **Bicycles**

Bicycles must be stored in designated areas, or in the external bicycle racks. Please note that it is not allowed to park motor vehicles (e.g. mopeds) in bicycle rooms or basement storage for fire safety reasons.

Bicycles that are not used shall be placed in your own storage. Many residents use their bicycle all year round and find it difficult to get space to park in the bicycle rooms due to the fact that many unused bicycles take up space. Please help your neighbors who use their bicycle frequently to get better space in the bicycle rooms.

## **Bird feeding**

Bird feeding is not allowed on your balcony, from a window or in our gardens because bird food can end up on your neighbor's balcony or on the ground attracting rats.

It is also important that you have supervision of your balcony because pigeons like to build nests on a balcony that is not in use and they can be very difficult to get rid of.

## **Boarders**

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. However, you must live in the apartment yourself during the time you have a boarder. The difference between boarder and subtenant lies in the word "independent". A boarder does not live alone in the home, but shares it with you. It doesn't matter if you rent out one or more rooms as long as you stay there yourself. You may not have more than two boarders at the same time.

## **Broadband**

Brf Kapprocken has a group agreement signed with Ownit and the cost is included in the annual fee for your apartment.

Group affiliation means that we as a tenant-owner association have signed a joint agreement with the supplier for all our tenant-owner apartments. The procedure usually results in a significantly lower price for the services, compared to each member signing separate contracts. If you need to upgrade your speed – contact Ownit.

To be able to use Ownit's broadband, you do not need a router from Ownit. A router of your choice, or a direct connection of your computer with a cable to the broadband socket usually works excellently. The broadband socket can normally be found on the wall inside your apartment door.

Telephone number to Ownit's customer service is 08-525 073 00, weekdays 08.00-20.00, weekends 10.00-18.00.

In case of problems with your WiFi, you can use Ownit Fixit, troubleshooter for WiFi. With just one touch, several tests are made on your WiFi and you get suggestions for solutions directly in the app, see more on [www.ownit.se/fixit](http://www.ownit.se/fixit).

## **C**

### **Cable TV**

Brf Kapprocken offers a basic range of TV channels that are delivered via your Tele2 TV outlet (formerly ComHem). The cost of the basic range is included in the apartment fee and you do not need a digital box to watch the basic range via the TV socket, but you do need a modern TV and an aerial cable (coaxial cable). If you want to supplement the basic offer with more channels, we refer you to [www.tele2.se](http://www.tele2.se) where there are usually offers on digital packages with a TV hub, services that you as a member subscribe to directly with Tele 2.

Current basic offer is reported on the association's website under "Info för boende".

### **Car washing**

Car washing within the association's areas or in our garages is not allowed. This is partly due to current legal requirements (Environmental Code), and partly because the supply of moisture to the buildings' construction leads to damage to our houses.

### **Carpets**

Within the association there are 2 whip stands, one at Kirunagatan 30-32 and one on the gable Kirunagatan 66. Out of consideration for your neighbors, you may not whip or shake carpets from your balcony.

### **Cats and dogs**

For everyone's common well-being, owners of cats and dogs resident in the association must ensure that they do not relieve themselves in our gardens or in the children's playgrounds and sandboxes.

### **Christmas trees**

Used Christmas trees can be placed next to the recycling house at Kirunagatan 56 or by the compost in the parking lot behind Abiskovägen 6. The trees are then removed by the association's garden contractor.

### **Cleaning**

An external contractor is responsible for cleaning stairwells, laundry rooms and public areas.

The interval is announced on the entrance hall boards. In case of problems with the cleaning, contact the property management.

### **Construction waste**

As a tenant-owner you are responsible for the waste during a renovation. You can solve the removal of the waste either by transporting it yourself to the appropriate recycling center, or by ordering a construction bag ("Big Bag"). The construction bag must be placed according to the property management's instructions and marked with the association's apartment number (not LMV no) and your telephone number. The bag may stand for a maximum of two days.

The waste must be packed well in the bag, no sharp objects must stick out. The person who exhibits a construction bag is responsible for the contents and removal. You are not allowed to put loose construction waste in the yard.



## **Control information regarding sold condominium**

By January 31 at the latest, the association's financial management sends out control information for the previous year. This is sent electronically to the Tax Agency and by post to the seller's last known address. It is important that you have either made an address notification to the financial management or have your mail forwarded so that you receive your control information. The financial management sends 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 your control information, contact the financial management or post a case in the portal, and you will get help.

As the control information contains personal data, it will only be sent 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 association, part of the money goes towards paying off the housing association's loan. Your share is called capital contribution. On the control information, you can read how much you made in capital contributions (if your association has amortized its loans) during the years you owned the apartment. You deduct the amount stated there in the tax return and then reduce your capital gains tax.

## **D**

### **Defrosting your freezer**

When defrosting your freezer, you need to have supervision in the meantime and you need to make sure that the waste water is collected!

If you do not, the water can cause great damage not only in your own apartment but also in the apartment below. It is only the floor in the bathroom that is waterproof, the other floors let water through down to the neighbor. It does not matter if you have tiled floors, the water finds its way down through tile joints and the joists.

### **Direct debit**

Choose direct debit if you want your monthly fee to be automatically deducted from your bank account on the due date. Registration is done via your internet bank. Look up your association/property owner/financial management in the list of direct debit affiliated companies. Enter your customer number as a payer number in your bank, your customer number can be found on your fee notice. If you do not have internet banking, contact the association's financial management to get an application form.

If the amount is not available in your account on the due date, the draw cannot be made. If it has not been deducted, you will have to pay your fee manually. Information about OCR number and bank account can be found on your notice.

You can view your fee notice by logging in to the portal. If you want to receive the specification to your e-mail in the future, please indicate this when you are logged in.

### **Dishwasher**

Installation of a dishwasher in the apartment is the tenants responsibility. In order to be able to claim home insurance in the event of damage, the installation must be carried out professionally in all respects. The water connection must be equipped with a manual tap which, given the risk of water damage, must always be switched off when the machine is not in use. The drain hose must be firmly connected with a hose clamp to the intended connection point. Integrated/built-in dishwashers must be placed on a splash tray to make any leaking water visible in front of the machine.

## **Disruptive work**

It is very important to respect your neighbors, therefore disruptive activities related to renovation or remodeling must be minimized as much as possible and only take place during the times specified below. The builder is responsible for following these rules.

- Disruptive work may only be carried out on non-holiday weekdays between 08.00 and 17.00. Work which does not cause any type of disturbing noise may be carried out after the prescribed time.
- Major renovation works must always be advertised on the notice board in the entrance hall, regardless of whether the work is expected to cause disruption or not. The notification must contain information about the intended apartment, timetable and contact details for the person responsible for the renovation.
- Members renovating/remodeling must ensure that affected public areas are cleaned daily.
- For dusty work and work that risks spreading odors must required dust sealing of ventilation devices be ensured, to prevent spread to neighboring areas apartments and public spaces.
- It is the responsibility of each member to ensure that the required protective coverage is provided in public areas and lifts. The association can hold the renovating member responsible for damages incurred.

## **Disturbances**

Everyone who lives in an apartment has probably experienced disturbing neighbors at some point. It may apply to a neighbor who plays loud music in their condominium, or that the children who live in the apartment above sometimes play a little too 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 have to accept a certain amount of disturbing noise, all 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. It is then 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 happens that the issue ultimately has to be decided in court.

Luckily, most situations that are experienced as disturbing never go that far. Errands which concerns disturbance 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.

Regular and loud parties that go on into the early mornings do not have to be accepted and certainly not threatening behavior from any resident of the house. The board has a responsibility to investigate neighbors who disturb. Where it turns out that it concerns unacceptable disturbances, the board must first send a request that the disturber correct him/herself and cease his/hers 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 housing disturbance, however, the person who is disturbed must document the disturbances with the date and time and where the disturbance occurred. The documentation needs to describe at least two occasions on two different dates.

## **Doormats**

Doormats must be inside your door. In the stairwell, private doormats pose a tripping hazard and they are also in the way when stair cleaning takes place.

## **Drains**

Check regularly that all drains are cleaned to avoid unnecessary blockage or bad odors. Avoid pouring cooking fat down the drains, instead wipe out the cookware with paper towels that are then thrown into the household waste.

It is not allowed to pour out environmentally hazardous liquids or anything else that can cause an environmental hazard or clog 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 of the property management. You will then have to pay for the service.

### **Driving and caution**

Transport areas within the association's areas are mainly intended for pedestrian and bicycle traffic. The transport areas also provide an access path for emergency services and refuse collection vehicles. Other vehicle traffic within the area is only allowed at walking speed for deliveries and for residents with garages/parking spaces in the area. Parking in places other than marked boxes is not allowed and surveillance is done by an external company that fines any culprits. Your car may be left unattended outside your entrance for loading and unloading for 5 minutes, after which the parking company has the right to impose fines on the car.

## **E**

### **E-invoice**

To get your fee notice directly to your internet bank - contact the association's financial management for help.

### **Electric vehicles**

It is currently not allowed to charge or store electric vehicles in our garages, due to

1. Our buildings electrical installations are not dimensioned for the electrical load this entails.
2. The small but existing risk of fire in the battery and that all garages are located in buildings that contain either homes or businesses that involve people. A burning electric car battery is very difficult to extinguish and can generate extremely high heat. The risk of fire spreading is thus great and the heat can also destroy the reinforcement in the concrete. This can cause severe damage to the building.

It is also currently not allowed to charge your electric car via the engine heater socket.

### **Electrical installation**

The fuse boxes in the association's apartments are equipped with circuit breakers. If a fuse blows, it is a result of an overload or short circuit in your electrical installation. Look at your fuse box and the fuse list that should be there. Identify which fuse has tripped and which room or part of the apartment it refers to. Disconnect the electrical equipment that has lost power, reset the fuse by pushing the rocker upwards and then gradually reconnect the electrical equipment. If/when the fuse is tripped, you will know which object caused the overload/short circuit and can either avoid using the item while using other high-power consumers on the same fuse or make sure that it is repaired or discarded if it appears to be in poor condition. See also "Ground fault circuit interrupter".

### **Elevators**

Within the association there are four elevators, two at Abiskovägen 6 and one each at Kirunagatan 30 and Kirunagatan 32. Only the board and the property management may report problems with the elevators.

#### **Elevator covers**

Let's all help keep our nice elevators in good condition!

When moving in and out as well as transporting bulky materials in the elevators, elevator covers must always be used. When you need to borrow the covers, contact the board at styrelsen@kapprocken.se.

Anyone who does not use covers may be liable for compensation for damages incurred during moving and transport.

## Emergency service

Acute ongoing damage must be reported immediately to the property emergency service, 070-8391479.

Emergency cases are:

- Spraying water.
- Rising stop in floor drain (if the stop is in your own drain, you are responsible for the cost yourself).
- No electricity (if there is no electricity only in your own apartment, you are responsible for the cost yourself).

Note! Emergency calls are costly! The association only pays for emergency measures in public areas that absolutely cannot wait until regular office hours. If you order the emergency service for other measures, you as an individual resident will be charged.

## Entrance doors

The entrance doors are locked for security reasons but they often stand open, perhaps because a resident is expecting guests or that someone in the family does not have a tag. If you happen to pass an open entrance door (or any other of the association's public doors) - feel free to close it. For visitors, there is the association's excellent intercom system.

## Extra keys

If you need extra keys, contact the property management's fault report. Contact information is posted in our entrance halls.

## Extra storage room

If you are in need for extra storage space, there are a number of rental storage units in our association. If you are interested in renting any of these: Send a notification to [styrelsen@kapprocken.se](mailto:styrelsen@kapprocken.se).

# F

## Fault reporting

Fault reports are made to our property management, see notices in the entrance halls for contact information.

## Fee notices

The notification takes place monthly. You can download a new bill yourself in the association's financial management's portal.

There you can also see more information about the different notification options. Log in with Bank ID in the portal. If you do not have a Bank ID, you can log in to the portal/notification with the information on your notice.

If you receive your monthly notice for the first time, you will receive it by mail.

If you are connected to Kivra, you will receive your bill that way. If you want to change the receiver at Kivra, read more below under the heading *Kivra*. For support, contact the association's financial management.

## Fire doors

All doors to public areas such as basements, attics, laundry rooms, etc. should always be kept closed, since most of these doors are fire cell separating and should minimize the risk of spread in case of fire. If a door to a public area does not close, please contact the property management's fault report.



## Food waste

In the association, there are drop-offs/containers for food waste at the following locations:

- Abiskovägen 22
- Kirunagatan 32
- Environmental house, Kirunagatan 56

Food waste bags can be collected from the laundry rooms at Abiskovägen 12, Kirunagatan 46 and Kirunagatan 54.

## G

### Garbage

The association's garbage disposal in the stairwells has been taken out of use and been sealed. On the association's premises there are instead 5 separate containers for household rubbish.

The locations of these are:

- Abiskovägen 6 (parking lot at the back of the building)
- Abiskovägen 22
- Kirunagatan 32
- Kirunagatan 56 (2 containers)

A recycling station for newspapers/printed matter, paper, plastic, glass and metal packaging as well as a "battery container" is located close to the ST1 gas station at Kirunagatan 29. Another one is available close to Kirunagatan 100.

All residents themselves are responsible for ensuring that their solid waste is handled correctly.

Containers for heavy waste are placed at regular intervals by the association. See also "Heavy waste container".

### Garages and parking spaces

There are separate queues for garages and parking spaces. The waiting time varies but is usually about two years. To join the queue or get information about rents etc., contact the association's financial administration.

See also "Visitor parking".

### Grilling

The use of charcoal or gas grills is due to the fire hazard prohibited on our balconies, only the use of an electric grill is allowed. Keep in mind though, that the cooking odors may disturb your neighbors.

Grilling with charcoal or gas grills is however welcome to take place on gravelled surfaces in our gardens. There is a large, permanently mounted charcoal grill in the K70-84 garden that everyone can use. You provide the charcoal yourself. On all times and places you are personally responsible for safety.

When you are done grilling, you are responsible for cleaning up. You handle leftovers and other waste in the same way as when you cook at home.

### Ground fault circuit interrupter

In 2001, the apartments' electrical installations, including the fuse boxes, were replaced. In the new fuse boxes, a ground fault circuit interrupter was installed as standard. The ground fault circuit interrupter is a cheap life insurance that also protects against electrical fires. It disconnects the current quickly in the event of a ground fault both in the electrical installation and in connected products and is an excellent protection in case of misuse of electrical products.

Like everything else, ground fault circuit interrupters also age, which is why they should be tested at least once a year to maintain electrical safety in your apartment.

The ground fault circuit interrupter is tested by activating the button next to the text "Test". If the switch does not then trip, the device must be replaced. Contact an authorized electrical installer for the measure or contact the association's property management for help.

A good opportunity to test your ground fault circuit interrupter (which will then temporarily de-energize your electrical system) can be when we change from winter to summer time and vice versa, since, as a rule, there is always some clock that needs to be adjusted anyway.

## **H**

### **Home insurance with condominium supplement**

As a resident of a condominium association, you must have home insurance with condominium supplement. If you are not sure of your insurance coverage, check your insurance 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 from your home insurance that you must request compensation for additional costs for 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 covers damage to fixed furnishings that you yourself 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 add-on that can provide compensation to, for example, a neighbor who has suffered damage due to a fault in your apartment.

### **Heating and hot water**

The association's buildings are heated and supplied with hot water via district heating. In case of error, contact the property management.

### **Heavy laundry**

Within the association's area there are 2 heavy laundry rooms,

- Kirunagatan 46, laundry room 1.
- Kirunagatan 54, laundry room 3.

The heavy laundry rooms are intended for coarser textiles such as carpets and blankets, etc. For use and order, the same rules apply as in the association's other laundry rooms. If an error occurs in the laundry room, the error must be reported to the property management without delay.

### **Heavy waste**

You handle your heavy waste either by transporting it yourself to the appropriate recycling station/centre, or by throwing it in the containers that the association places in our area on a number of occasions per year, see "Container days". It is not allowed to place heavy waste in public areas or in our gardens. The nearest recycling stations are at Kirunagatan 29 and near Kirunagatan 100. The nearest recycling center is Lövsta ÅVC, see also "Recycling".

### **Heavy waste container**

The association arranges heavy waste containers a few times a year. Information about current dates can be found on the association's website [www.kapprocken.se](http://www.kapprocken.se).

### **Housing adaption**

All forms of housing adaptation due to disabilities that the association's members undertake through the City of Stockholm require consent of the Board. The application form is sent to [styrelsen@kapprocken.se](mailto:styrelsen@kapprocken.se).

# **I**

## **Incorrect information**

If you discover any incorrect information regarding your name, address or agreement date – please contact the association's financial management.

Liens - contact your bank. They must notify our financial management that a previous lien is to be deregistered.

## **I have sold my condominium - what happens now?**

All subcontracts, e.g. garage or parking space, cease to apply in the same month that access for the buyer takes place. If the new owner is approved as a member, he will receive new fee notices for the coming months. No fee notices must change hands, the buyer gets his own. The person who owns the apartment on the 1st of the month must pay the fee. Example: 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 notices 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 is settled 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. Notify the association's financial management of your new address. It is needed to be able to send your control data to the right place.

## **Influence and participation**

All members of brf Kapprocken have the opportunity to exercise their influence and be involved in the association by posting motions and attending the association's annual general meeting. See also "Annual general meeting".

## **Information to all residents**

The board regularly distributes written information to all residents regarding board decisions and events in the association.

# **J**

# **K**

## **Keys and tags**

Each apartment has received at least 3 tags for the association's access control system. You may have a total of 5/apartment. Extra tags cost SEK 250/pc. The system logs all passages and can, if necessary, be used to check which tags were used around a time of, for example, vandalism. The association follows the GDPR rules.

For laundry rooms and garbage/food waste containers, a conventional key provided by the property management is used.

For extra- or replacement of lost cellar/laundry room/garbage container key, the association charges a cost of SEK 150 per key.

When it comes to lost keys to apartment doors, it is entirely the responsibility of the tenant-owner to solve the problem as the apartment doors are not the association's responsibility.

Special terms and conditions apply to rental premises and garages in accordance with the rental agreement.

# L

## Laundry rooms

There is access to a total of ten laundromats whose location within the area is shown on the area map. Large, fully equipped laundromats are available at Kirunagatan 46, Kirunagatan 54 and Abiskovägen 12.

Smaller and slightly more simply equipped laundry rooms are available at Kirunagatan 30, 32 and 84.

Keys to the laundry room and dryer hang outside each door. After the wash cycle is finished, the keys must be hung on their hooks, so that the keys are available for the next wash cycle.

For everyone's well-being, everyone must clean up after themselves by wiping down machines, cleaning the filter

There is access to a total of ten laundromats whose location within the area is shown on the area map. Large fully equipped laundromats are available at Kirunagatan 46, Kirunagatan 54 and Abiskovägen 12.

Smaller and slightly more simply equipped laundry rooms are available at Kirunagatan 30, 32 and 84.

Keys to the washroom and dryer are hanging outside each door. When the washing session ends, the keys must be hung up on their hooks, so that they are available for the next session.

For everyone's well-being, everyone should wipe down the machines, cleaning the tumble dryer filters and mop the floor after finishing the washing session.

- Each apartment has the option of booking one washing session at a time.
- Only when the booked washing session has been used a new one can be signed.
- Washing sessions that have not been started within an hour may be used by someone else.
- If you intend to start washing later, this must be stated on the laundry list.

The washing sessions are:

Monday-Friday: 07.00 – 12.00, 12.00 – 17.00, 17.00 – 21.00

Saturday-Sunday/Holiday: 08.00 – 12.00, 12.00 – 16.00, 16.00 – 20.00

Booking lists and rules are posted in each laundry room. Power to the laundry equipment in the large laundry rooms automatically shuts off after the last session of the day to minimize disruption to those living on the floor above the laundry rooms. The laundromats may only be used for household laundry and may only be used by residents in the association on times stated above. All washing is done at your own risk. Children may not stay in the laundry room without a guardian.

If errors occur, this is reported to the association's property management.

**Smoking is of course prohibited in the laundry rooms.**

## Littering

Unfortunately, it happens that residents in our association don't care about the rules and put rubbish outside the entrance or in public areas. The association does not accept this and is trying to find out who exhibited the waste. Those caught will have to pay for the removal, which costs approximately SEK 3,000.

It may be tempting to dump heavy waste at the nearby recycling station. This is considered littering, which is illegal in Sweden and thus entails criminal liability. The penalty for littering is a fine or imprisonment.

# M

## Mail slot

The association puts the tenant-owner's name on your mail slot and on the name board in the entrance hall. It is not allowed to put up your own name strips on the mail slot/door or on the name board in the entrance hall.



If you own the apartment alone and want to get your spouse or cohabitee's name on the door, contact the property management. If you have lodgers, they should have a c/o address.

### **Maintenance responsibility**

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 means the provisions 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 the maintenance and repair of pipes for sewage, heat and water if the association provided the apartment with the pipes and these serve more than one apartment. The same applies to ventilation ducts and cables for broadband and TV. To the extent that the lines need to be painted, you are responsible for that.

### **Mopeds and motorcycles**

Mopeds and motorcycles may only be parked in designated areas. A few motorcycle spaces are available for rent. To rent one of the spaces, contact the association's financial management.

### **Motion to annual general meeting**

Motion to the annual general meeting must, unless otherwise notified, reach the board by September 30 at the latest. The motion must clearly state what is desired for the general meeting to decide. An account of the background to the proposal and what the association would gain from this must also be included in the motion. The motion must be signed with name, address and apartment number. Motions can be submitted via email to styrelsen@kapprocken.se or in the association office's mailbox at Kirunagatan 68.

## **N**

### **Name plate on the door and in the entrance hall**

See "Mail slot"

### **Nomination committee**

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, get in touch with the election committee - who they are can be seen on the association's website under the heading *Board*.

## **O**

### **Outdoor torches**

Placing of lit outdoor torches and similar outside the entrances is not allowed, mainly due to safety reasons as people or animals can burn themselves or nearby bushes can catch fire. It could also cause damage to the ground or the granite slab outside the entrance door if the paraffin splashes around.

## **P**

### **Passage control system**

The association's entrances are equipped with an intercom/passage control system from Axema. Operating instructions for the intercom can be found next to the intercom. Also, see "Keys and tags".

### Pledge fee

When pledging a condominium, according to the condominium association's statutes, a fee can be charged to the apartment owner. The fee is charged for new pledges and restructuring of existing loans.

The Board decides whether this fee is charged. The pledge fee is charged at the next fee notice. Please note that there is a fee per loan, so you may receive several mortgage fees depending on how your loan is structured.

All pawn documents must be sent in original to:

Brf Kapprocken

Customer number: 4652

FE 231

831 88 ÖSTERSUND

Label the envelope with pawn documents.

The association's financial management is then responsible for listing it in the apartment list.

### Properties in brf Kapprocken

Brf Kapprocken comprises four properties:

Kv Kapprocken 1.

Kv Pennkoppen 1.

Kv Chancery silk 1.

Kv Chancellery 4.

All land is leased with leasehold.

### Property and financial management

Brf Kapprocken hires an external technical property management that handles the ongoing maintenance and fault correction in our association. For the association's financial issues, an external financial management is hired.

Contact information for the administrations is posted in our entrance halls.

## Q

## R

### Recycling

At Lövsta Recycling Center (ÅVC) located at Lövstavägen 491, you as a private person can drop off furniture, electrical scrap, white goods, chemicals, paint, flat glass etc. free of charge. There are containers that are clearly marked for recycling. There are also containers for recycling things.

Opening hours and other information can be found at [www.stockholmvattenochavfall.se](http://www.stockholmvattenochavfall.se).

Hazardous waste such as paint, chemicals, batteries, fluorescent tubes/lamps can also be left at the mobile environmental station that stops a number of times a year in Vällingby Centrum. The mobile environmental station also accepts electrical/electronic waste. For more information see also here [www.stockholmvattenochavfall.se](http://www.stockholmvattenochavfall.se). See also "Garbage".

### Reminder fee

Residents who have received a reminder of unpaid fee/rent but no original notice are still obliged to pay the reminder fee. It is always the resident who is responsible for paying their fee/rent on time. If there are exceptional reasons that have resulted in the fee not being paid on time, the Board must be contacted to possibly cancel the reminder fee.

## **Renovation or remodeling**

Extensive renovations in the apartment require approval by the Board, that assesses each application

about remodeling of apartments in cooperation with the property management. An application must be made on a special application form, supplemented by explanatory drawings and sent to the association's property management. The form is available on the association's website.

The tenant owner may not, without the Board's permission, carry out measures in the apartment such as

- Intervention in a load-bearing structure.
- Modification of existing pipes for sewage, heat, gas or water.
- Other significant changes to the apartment.

The ventilation must not be blocked or changed to another type.

Water must not be installed into spaces other than existing kitchens and wet rooms.

## **Residence requirements – Registered in the apartment**

In our association there is a residency requirement. This means that in order to acquire and hold a Right-of-occupancy apartment, the owner must be registered in the apartment. This means that one cannot buy an apartment without moving into it. The association continuously checks that apartments are not subletted unlawfully.

If someone has incorrectly registered themselves at your address, whether accidentally or intentionally, you must report this to the Swedish Tax Agency. This process can take a few weeks because the Tax Agency must conduct an investigation, find the person and ask them to report 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 residence". In this way, you get rid of someone who has incorrectly registered themselves at your address.

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

On 1 July 2018, the Population Registration Act (SFS 1991:481) was amended, which means, among other things, that the Swedish Tax Agency has the right to make control visits to ensure that people living in Sweden are included in the register and that the address information is correct.

The amendment also means that anyone who provides incorrect information about population registration, or does not report a new address when moving, can be convicted of population registration offences.

## **Responsibility**

As a tenant-owner you are responsible for your apartment. If something breaks, you are responsible for repairing it. It is especially important that you carry out close supervision of wet rooms and kitchens, where the risks of water damage are greater. If you discover a feared moisture damage, you must immediately make a report to the association's property management. For apartments that have an associated balcony or patio, the member is also responsible for the care and maintenance of this.

## **Rights and obligations**

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 includes both obligations and rights, which you can read more about in the statutes at [www.kapprocken.se](http://www.kapprocken.se). If you having previously lived in a rental property, you may be used to picking up the phone and letting the landlord know if something is wrong or broken and then get help with it at no extra cost. It is included in the rent you pay to the property owner.

That's not how it works when you live in a condominium. Here you pay yourself for most things that need to be fixed in your apartment. See also "Responsibility".

# S

## Satellite dishes

- Satellite dishes may only be set up within balcony space. Max 25% of the antenna may protrude over the railing, cables may not hang or be routed outside the railing.
- The satellite dish must be professionally mounted with, for example, a telescopic bracket between the floor and ceiling of the balcony, or with a free-standing foundation on the balcony floor.
- Parabolic antenna must not be mounted on the facade or on window panes. Bolts to mount the antenna must not be attached to the facade, to the concrete of the balcony, railing or window frame. Façade also means the walls/roof of the balcony.
- The tenant owner is responsible for all supervision and maintenance of the antenna and its accessories.

## Shelters

In brf Kapprocken there are shelters at the following addresses:

- Abiskovägen no. 6, 14, 16, 22, and 28
- Kirunagatan no. 30, 32, 44, 50, 58, 64, 74 and 82.

The majority of Kapprocken's shelters were inspected as late as 2021.

In case of danger under high alert, you must go to the nearest shelter or protective space. The shelters are put in order within 48 hours, in the event that the government makes a decision on heightened preparedness.

## Smoking

Smoking in lifts, laundry rooms and stairwells, on playgrounds or other common areas is not allowed. Handle cigarette butts responsibly. Throwing cigarette butts in an inappropriate place can be a fire hazard and is considered littering.

## Statement from the apartment register

If you need a statement to, for example, reschedule your loans, you are referred to the association's financial administration's website, where you can either submit a case in the portal for a digital statement, or request that the statement be sent to you by mail.

## Statutes

According to the Housing Owners Act, all housing associations must have registered and approved statutes. The law also specifies a minimum for what must be included in the statutes.

The statutes determine the condominium association's rules for operations and set up a framework for the members' rights and obligations. Brf Kapprocken's statutes can be found on the association's website [www.kapprocken.se](http://www.kapprocken.se).

## Strollers/Prams

Strollers and prams must be stored in designated areas, or your own apartment or storage room. Storage is not allowed in entrances, stairwells or other public areas. Storage in bicycle rooms is also not allowed as the space is intended and needed for bicycles.

## Subletting

You are not allowed to sublet your apartment without permission. In order to sublet your apartment, you must have valid reasons and submit a fully completed application which must be approved by the Board. Reasons refer to why the right-of-occupancy owner(s) cannot use the apartment. Without the approval of the Board, the member may lose the right to use the apartment.

The Board's approval is also required if you lend the apartment rent-free to a friend, relative or partner.



The form for applying for permission to sublet your condominium is available at [www.kapprocken.se](http://www.kapprocken.se). Approved application means that the association will charge a fee of 10% of the price base amount per year. Your subtenant must have a c/o address. No personal name badges on the doors are allowed.

Reasons for subletting can be;

- Temporary work/studies elsewhere.
- Military service.
- Trial accommodation with partner.

Other reasons may be assessed by the Board in accordance with the rules of the Hyresnämnden.

It is the tenant-owner who is responsible for ensuring that the monthly fee is paid and that the subtenant complies with the association's *Rules of order and well being*.

## **T**

### **Tags**

See "Keys and tags".

### **The board**

At the association's annual general meeting, the board is elected, which is responsible for the association's finances and management. The board consists of a statutory number of members, who as a rule have a board meeting once a month. Who the board consists of and how to reach them is shown on the information board in the entrance halls and on the association's website.

The association's annual general meeting is held in December, where, in addition to a new board, the auditor and election committee are elected.

### **Transfer inspection**

The board of Brf Kapprocken has decided that all apartments which are transferred from November 1st 2019 must undergo a transfer inspection. The inspection takes place with the aim of determining the status of the apartment's fixed installations at the time of the handover and includes, among other things, installations for water, sewage, heating and ventilation as well as moisture measurement in wet rooms and kitchens. Please note that the inspection in no way replaces the seller's or the buyer's possible inspections or the buyer's duty to investigate.

The inspection is carried out by the property management and it is booked by the seller via fault report.

The seller books the viewing to be carried out no later than two weeks before moving out.

The cost of the transfer inspection is invoiced to the transferring member.

Protocol from the inspection are sent to the departing member and Brf Kapprocken.

### **Transfer of a condominium**

The transfer of a condominium 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, division of property or inheritance. 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 needs to be 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 the association's financial administration. A copy of the new owner's identification must be attached.

# U

# V

## Ventilation

The high-rise buildings are ventilated by mechanical exhaust air. The low-rise buildings have self-draft ventilation. Common to both house types is that kitchen fans must be of the carbon filter type and must not be directly connected to the ventilation duct.

## Vermin

The association's property insurance with the insurance company Folksam includes cleaning against pests. If you find vermin in your apartment, report this immediately to the association's property management and 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.

## Visitor parking

The association has no visitor parking, but the municipality offers 24-hours and 7-days parking adjacent to our association.

# W

## Walkers

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

## Washing machine in the apartment

Installation of a washing machine in the apartment is the tenants responsibility. In order to be able to claim home insurance in the event of damage, the installation must be carried out professionally in all respects. The water connection must be equipped with a manual tap which, given the risk of water damage, must always be switched off when the machine is not in use. The drain hose must be firmly connected with a hose clamp to the intended connection point. Installation of a washing machine in the kitchen is not recommended, but if this is done anyway, the machine must be placed on a splash tray to make any leaking water visible in front of the machine.

## Water damage

Occuring water damage must be reported without delay to the association's technical administration and the insurance company where the resident has home insurance.

Ongoing damage with leaking water must be reported immediately to the property emergency service, 070-8391479.

## Water shut-off

If work is to be carried out in your apartment that requires turning off the water, you need to contact the association's technical management/property manager minimum one week before the desired turn-off.

This is so that the property manager can plan the measure. You yourself are responsible for notifying the shutdown in the stairwell after a time agreement has been made.

### Web page

You find the association's website at [www.kapprocken.se](http://www.kapprocken.se).

X

Y

Z

