

## Skebo's Rental Policy

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# 1 Sign up and start earning queue points

To apply for an apartment with Skebo, you need to register as a housing applicant in Skebo's housing queue. We accept registration on our website using Swedish and non-Swedish identity numbers.

You can register as a housing applicant and earn queue points from the age of 15. But to rent a residence from us, you must be at least 18 years old.

For those looking for a student apartment, you will need to register on a separate student queue.

Your registration is personal and queue points cannot be transferred to another person. Spouses, cohabitants, and relatives must register individually and earn their own points.

To ensure that your queue points remain valid, you must log in at least every 12 months. If you forget to log in within 12 months, you will have to reregister and start collecting points again.

Skebo mainly communicates to housing applicants via email. It is therefore your responsibility as an applicant to ensure that your contact details are up to date in your profile on My Account. If you do not have an email address, you can opt to receive correspondence by post.

## 2 Queue points

Skebo offers accommodation for everyone, and we have different housing categories: student apartments, youth apartments, +55 apartments, and sheltered housing. There is only one queue through which all apartment types can be applied for (except for the separate queue for student apartments). The person with the most queue points will be offered the apartment, provided that they meet Skebo's *basic requirements* (read more on page 5).

### 2.1 Earning queue points

You will receive one queue point per day from the day you register as a housing applicant.

### 2.2 Transfer of queue points

The points are personal and cannot be transferred or added to someone else's points. In other words, points earned by a parent/spouse/cohabitant cannot be transferred. You are only able to use your own queue points to apply for housing. If there is indication afterwards that this rule was contravened, you risk the termination of your lease and the deletion of your queue points.

One exception is in the event of the death of a spouse/cohabitant, whose points may be transferred to the surviving partner if they have not personally registered to join the queue. This is verified according to the population register and the surviving party must apply to take over the queue points within two years of the death.

## **2.3 Active applicant requirement – housing queue**

For housing applicants to retain their place in Skebo's housing queue, they are required to be an active applicant. To keep your queue points, you must log in to My Account at least every 12 months (once a year). If you do not log in at least once a year, your queue points will be forfeited and you will not be able to restore them.

Skebo sends out a reminder to the email address you provided, and it is your responsibility to ensure that your contact information is correct. This is considered a service, but it is not 100% reliable since firewalls and antivirus software can prevent these reminder emails from reaching your inbox.

## **2.4 Queue points reset**

Your queue points are reset when you sign a contract with Skebo. You can start earning new queue points immediately by logging in to My Account again. Once you have received a queue apartment, you cannot express interest in another apartment earlier than nine months from the time the contract was signed.

Until 1 September 2018, Skebo's tenants who had lived in the same home for at least 2 years received 365 bonus points (points that are lost when moving out of the apartment). From 1 September, that possibility will no longer exist for tenants who sign a new contract. We want to contribute to Skellefteå Municipality's goal of gaining more residents, and the old bonus system made it more difficult for newcomers to find an apartment. Tenants who received extra queue points may keep them.

# 3 Skebo's basic requirements for renting an apartment

To rent an apartment from Skebo, you must meet our basic requirements:

- You are of legal age.
- You meet Skebo's requirements for debts and payment defaults.
- You can only have one apartment contract at a time with Skebo.

- No record of misconduct in your relationship with Skebo in the last two years.
- You must use the apartment as a permanent residence, not as a second home.
- You are not allowed to own or rent another home at the same time.
- Registering the apartment as your place of residence after moving in is required.

### 3.1 Income requirements

Skebo has no requirements for employment or minimum income, but you must be able to pay the rent. Your current monthly income must be greater than the monthly rent. Skebo considers income to be gainful employment, pension, subsistence allowance, student aid, compensation from the social insurance fund, such as housing benefits, child benefits, etc. You must have a regular income for at least six months ahead.

### 3.2 Debts and payment defaults

You must not be in debt to Skebo. Any debts must be paid before you can rent an apartment from us.

Skebo carries out a basic credit check and if payment defaults exceed some limits or if the applicant has an ongoing case with the Swedish Enforcement Authority (KFM), the applicant will be blocked.

### 3.3 Misconduct in the relationship with Skebo

*What does misconduct in the relationship with Skebo mean?*

If you have had any misconduct in your relationship with Skebo in the past two years, you will be blocked from signing a contract. Misconduct refers to:

- unauthorised subletting
- causing serious disruption for other tenants
- neglect of apartment
- threats or violence against staff
- eviction
- apartment repossessed by the landlord

### 3.4 Youth apartments

*The following also applies to youth apartments:*

- No older than 25 years old when expressing interest in the apartment. The same rule applies to a subtenant and for a direct swap (max. age 25).
- You have the right to stay in a youth apartment for as long as you want.

### 3.5 +55 apartments

*The following also applies to +55 apartments:*

- You must be at least 55 years old when applying for a +55 apartment. The same rule applies to a subtenant and for a direct swap or transfer (min. age 55).

All +55 apartments are accessible apartments since they either have a lift or are located on the ground floor.

### 3.6 Sheltered housing

*The following also applies to sheltered housing:*

- You must be at least 70 years old when applying for sheltered housing. The same rule applies to a subtenant and for a direct swap or transfer (min. age 70).

Sheltered housing apartments are accessible apartments with a lift and common room. In partnership with the municipality, caretakers are assigned to sheltered housing (if the municipality's contribution for sheltered housing ends, your accommodation will be converted into a regular apartment).

## 4 Searching for housing

All Skebo's apartments are rented out via our website [www.skebo.se](http://www.skebo.se). You register, express your interest, and manage all the practicalities on our website or via our Search Vacant Apartments app.

Skebo's web-based rental system requires that you actively search for apartments. If you do not have access to a computer, you are welcome to contact our BoButik for assistance.

### 4.1 Express your interest

Skebo's range of available apartments is updated every Tuesday on [www.skebo.se](http://www.skebo.se). The apartments are up on the website for seven days, and to express interest you must be registered as a housing applicant. The easiest way to do this is via My Account.

### 4.2 Distribution of apartments

The 20 applicants with the most points in our booking system will receive an offer to accept or decline if you want to rent the apartment. The offer letter will include any potential viewing time. You can respond to the offer on "Mina sidor" (My Account). If you accept, the response is binding. If multiple applicants accept, the apartment will go to the one with the most points. Once we have

contacted you by phone or email to inform you that you have been assigned the rental agreement, you must confirm if you want to sign the contract by 12:00 PM the following day (1 day). Otherwise, Skebo has the right to assign the apartment to the next person in the queue. For student apartments, there are no viewings, and the contract goes to the student who first expresses interest.

The website shows in real-time how many people have applied for the different apartments and how many points the person with the highest points has. The number of points required to be invited for a viewing can change if more people with high points apply.

### 4.3 Blocked applications

Your expression of interest is blocked for six months if you:

- forget to respond yes or no three times to offers within 12 months
- decline apartment offers six times within 12 months
- accept a apartment offer and then change your mind when we contact you to sign the lease agreement
- do not pass our credit check

Expression of interest is blocked for six months, meaning you cannot book any new apartments during that time, but you still accumulate queue points.

### 4.4 BoDirekt

Should an apartment not be rented out after it has been advertised, it is instead rented out as Bodirekt, which means that the person who first expresses their interest may rent the apartment. When you rent an apartment via Bodirekt, you get to keep your queue points but cannot express interest in another apartment within nine months of signing the contract.

## 5 Rental agreement

### 5.1 Confirmation of rental agreement signing

From the time Skebo contacts you by phone or email to inform you that you have been awarded the contract, you must confirm whether you want to sign the contract no later than 12:00 pm the day after (24 hours).

If Skebo does not hear from you by the next day, Skebo has the right to assign the apartment to the next person in the queue. It is therefore your responsibility to be available (by phone or email)



after accepting an apartment. Exceptions apply if you have informed us in advance that this will not be possible due to specific circumstances.

## 5.2 Declining an apartment

If, before signing the contract, you should change your mind after accepting an apartment, it will be cancelled/withdrawn. You will get your queue points back and your response will be marked as 'No'. You will then be blocked from applying for a new apartment for nine months. If the agreement has been signed, normal termination rules apply.

## 5.3 Signing a rental agreement

The rental agreement must be signed and returned within three working days. If Skebo does not receive the returned agreement from you within the specified time, Skebo has the right to assign the apartment to the next person in the queue.

When signing a contract, the prospective tenant receives information about living in a Skebo apartment, along with other practical information.

## 5.4 Terms and conditions when signing a rental agreement

- You must have valid home insurance to rent a home from Skebo.
- The person whose name is on the lease must also be the person who lives in the apartment.
- Skebo only allows one person to be listed on the lease. Through the Tenancy Act, the contract holder has the right to transfer the lease to a spouse, cohabitant or other close relative with whom they have lived for at least two years.

If two people are already listed on the contract, it is permitted for them to continue to be included in the event of a new contract.

# 6 Termination of lease

## 6.1 Termination of lease notice period

The notice period for an apartment is three months (always counted per the last day of the month). Notification of termination must be received by Skebo no later than the last day of the month in order to be considered terminated in the relevant month. Skebo uses the date of the postmark.

### **6.1.1 Termination notice period when moving to special housing**

If you are moving to special housing in elderly care, the notice period is two months.

### **6.1.2 Termination notice period in the event of death**

In the event of death, the notice period is one month (can only be terminated by an heir, and a death certificate must be presented).

### **6.1.3 Termination notice period for student apartments**

The notice period for student apartments is two month (always counted per the last day of the month). The two-month notice period also applies to apartment swaps.

## **6.2 Lease termination procedures**

Notice of termination must always be received by Skebo in writing, after which Skebo will confirm the termination in writing. Upon termination of your lease, your queue place is retained, but you will lose the 365 bonus points you received if you lived in the same apartment for at least 2 years.

### **6.2.1 Agreement for a new tenant to sign a lease earlier**

If the vacating tenant and the new tenant agree that the apartment can be taken over earlier than the notice period, an agreement can be entered into with Skebo, who will put the new move-in date in writing. This is an agreement between the new tenant and vacating tenant, and it must be approved by Skebo. On Skebo's website, you can download a Power of Attorney form to let a new tenant sign an agreement earlier.

### **6.2.2 When renovating an apartment prior to a new tenant**

If Skebo deems that the apartment needs to be renovated and that the tenant cannot live there during the renovation, the move-in date is postponed until the renovation is completed. If the tenant wishes to renovate, we do not postpone the move-in date and the tenant lives in the apartment during the renovation.

## **7 Subletting**

### **7.1 Requirements for subletting**

Regarding subletting, Skebo follows the Swedish Tenancy Act. To sublet an apartment, you must have valid reasons, such as:

- Temporary work/studies in another locality or abroad. An employment contract/documentation confirming studies must be presented.
- Trial cohabitation for a period of 6 months. For this to be approved, you must not have lived together previously.
- Other valid reasons (e.g. relating to age or illness due to a temporary stay in a healthcare facility. Documentation from healthcare required). Travelling abroad (for at least 4 months). Copy of tickets for the journey must be presented.

## 7.2 Application for subletting

A special application form for subletting can be downloaded from [www.skebo.se](http://www.skebo.se). Normally, you can apply for a period of 6 or 12 months. Approval from Skebo in writing must be obtained to sublet an apartment. Processing time is typically one month from when a complete application is received.

## 7.3 Subletting responsibilities

The main tenant is always liable to Skebo in the event of non-payment of rent, disturbance, and damage to the apartment.

## 7.4 No takeover of sublet apartment

A subtenant can *never* take over an apartment that has been sublet.

After the subletting agreement has expired, the main tenant must notify Skebo if they will be moving back in or wish to terminate their lease.

## 7.5 Unauthorised subletting

Unauthorised subletting may result in lease termination. Regular checks are carried out by and on behalf of Skebo.

## 7.6 Reasons for refusing a subletting

Reasons for refusing a subletting include whether the tenant has previously had misconduct in their relationship with Skebo (caused disturbances, not paying rent on time, or has a debt with Skebo). We also refuse subletting when the aim is to avoid the lease termination notice period.

## 7.7 Subletting extension

We do not extend a subletting agreement for more than one year at a time.

## 8 Transfer

To transfer your lease, you must have a valid reason. Apply using the lease transfer form, which can be printed from [www.skebo.se](http://www.skebo.se). For the transfer of a lease to be approved, the person who takes over the agreement must meet Skebo's *basic requirements* (see page 5). After that, a transfer agreement is signed where the new tenant takes over all the obligations of the main tenant.

### 8.1 Valid reasons for transfer

Valid reasons for lease transfer:

- **Separation**  
The person intending to take over the lease must have been cohabiting at the same address for at least two years. If two people are listed on the contract, one can choose to terminate their part by giving the other party three months' notice.
- **Death**  
The surviving resident may take over the contract if he or she has been cohabiting at the same address for at least two years or had intended to cohabit indefinitely. The spouse or cohabitant can always take over the agreement provided that Skebo's basic requirements are met.
- **Transfer to close relatives** (family, children, grandchildren)  
A tenant who no longer needs their apartment can transfer it to a close relative with whom they live permanently and who is registered at the same address.

A lodger/roommate does not have the right to take over the lease. A friend is never considered a close relative.

## 9 Swapping an apartment

A direct swap where two parties want to swap residences is governed by Section 35 of the Swedish Tenancy Act. There must be valid reasons for doing so.

### 9.1 Valid reasons for a direct swap

The following are valid reasons:

- Changed family circumstances, if the need for a larger, smaller, or cheaper apartment is due to a larger family, new relationship, separation or death.

- Significantly changed economic conditions – tenant seeking lower rent.
- Changed circumstances due to studies or the location of the tenant's workplace.
- Significantly improved housing standards in the form of a larger and/or newly renovated apartment can be a valid reason.

## 9.2 Prerequisites for a swap

- The prerequisites for a direct apartment swap are that the tenant must have held the apartment contract for at least one year before it is possible to swap.
- The new tenant must meet Skebo's *basic requirements* (see page 5) to rent an apartment.

An overnight apartment is considered a second home and not a valid reason for swapping. Skebo can also refuse a swap if we suspect money is being exchanged illegally.

## 9.3 Registering for a direct swap

As a tenant, you can register for a direct swap with another tenant via the Apartment Swap Portal under My Account. You are required to create your own ads.

## 9.4 Applying with Skebo for a direct swap

Application for a direct swap must be submitted to Skebo using the form available on [www.skebo.se](http://www.skebo.se). The application must be accompanied by an extract from the population register from the Swedish Tax Agency. Skebo performs a customary credit check to ensure that the new tenant meets Skebo's basic requirements (not needed if the swap is between tenants of Skebo).

## 9.5 Other procedures for a direct swap

Once the apartment swap is finalised, the current agreement is terminated and the apartment is inspected (inspection to be booked by the tenant). The landlord submits an inspection report to the housing representative.

Garages and parking spaces cannot be included in a direct swap; a separate agreement can be drawn up for these.

The tenants decide among themselves when the swap should take place, however, the contract is always valid from the first of the month.

When new contracts are signed for the swap, your queue points are reset to zero.

## 10 Priority placement

Skebo does not offer priority placement. In Skebo, it is the queue time that determines who gets an apartment. However, according to the owner directive from the municipality, Skebo must contribute to fulfilling the Social Welfare Administration's need for/provision of housing.

## 11 Renting a parking space

In order to rent and queue for a parking space at Skebo, you need to register as an applicant in Skebo's parking queue. Tenants (contract holder of the apartment) of Skebo are always prioritised when allocating parking spaces. Subject to availability, non-tenants may be able to rent a parking space in certain areas. For those who are not tenants of Skebo, 25% VAT will be added to the monthly rent.

If you book a parking space in an area other than the one you live in, approval of the agreement is at our discretion.

Only in exceptional cases can we offer more than one parking space per apartment. If necessary, Skebo may terminate the extra parking space.

Skebo conducts a simple credit check, and if the debts and/or payment defaults exceed a certain limit, you as an applicant may be denied the opportunity to rent a parking space. Your interest registration for a parking space will then be blocked for two months.

### 11.1 Two options for renting a parking space

There are two options for obtaining a parking space at Skebo: via queue points or Bodirekt (i.e. first come, first served). After we have sent out an offer regarding a parking space, you have seven days to let us know whether you want to rent it.

#### 11.1.1 Renting a parking space – queue points

Available parking spaces are shown on the website. The person with the most queue points who expresses their interest will be offered the parking space (tenants are prioritised). When you rent a parking space and sign a contract, your queue points are reset in the parking queue. You can then immediately start earning new points.

### **11.1.2 Renting a parking space – Bodirekt**

Should a parking space not be rented out after it has been advertised, it is instead rented out as Bodirekt, which means that the person who first expresses their interest may rent the parking space. When you rent a parking space through this option, you get to keep your queue points.

## **11.2 Parking space contract period**

All parking space contracts are signed for a fixed period of one year with three months' termination notice. Thereafter, it will be transferred to a permanent contract with three months' termination notice. If you rent more than one parking space, a short-term contract is signed for the additional parking space. Once a parking space contract is signed, the tenant cannot book a new parking space for 14 days.

### **11.3 Swapping a parking space**

For a parking space direct swap, Skebo has a processing time of one month. That is, if the tenant wishes to swap a parking space directly, the tenant can choose to pay double for one month or wait one month for the new parking space. We do not credit paid rent.

## **12 Renting a storage space**

Skebo has a number of extra storage rooms that are rented out separately. These storage spaces are not linked to apartments. The storage spaces are published on Skebo's website and can be rented both by tenants of Skebo and by non-tenants.

Skebo conducts a simple credit check, and if the debts and/or payment defaults exceed a certain limit, you as an applicant may be denied the opportunity to rent a storage unit. Your interest registration for a storage unit will then be blocked for two months.

### **12.1 Two options for renting a storage space:**

There are two options for obtaining a storage space at Skebo: via queue points or Bodirekt, i.e. first come, first served. After we have sent out an offer regarding a storage space, you have seven days to let us know whether you want to rent it.

#### **12.1.1 Storage space rental – queue points**

Available storage spaces are shown on the website. The person with the most queue points who expresses their interest will be offered the storage space. When you rent a storage space and sign a contract, your queue points are reset in the storage space queue. You can then immediately start earning new points.

### **12.1.2 Storage space rental – Bodirekt**

Should a storage space not be rented out after it has been advertised, it is instead rented out as Bodirekt, which means that the person who first expresses their interest may rent the storage space. When you rent a storage space through this option, you get to keep your queue points.

## **12.2 Storage space contract period**

All storage space contracts are signed as permanent contracts with three months' termination notice. Once a storage space contract is signed, the tenant cannot book a new storage space for 14 days.

## **12.3 Storage space rules**

Skebo has rules regarding what can be stored in a storage space (refer to the terms and conditions of the rental agreement). In short, this means you may not store flammable materials or other substances that can cause damage or odours, (odours that affect the condition of the premises or other spaces in the property). Electrical equipment may not be permanently connected. Right-of-use owners undertake to take out and maintain the necessary fire and theft insurance.

*In exceptional cases, exceptions to this policy may be permitted.*