

# ACCOMMODATION THROUGH NEWSTAY



## The inquiry process

Once KI Housing has received your housing request, we will send it directly to Newstay. After that, the process is the following:

- Newstay sends a number of suggestions of apartments suitable to your requirements.
- You decide whether you would like to proceed with one or more of the suggested apartments. You can then either view the apartments with Newstay or choose an apartment from the pictures. Please note that acceptance of an apartment offer is legally binding.
- When you have made the decision to proceed with renting an apartment, a sublease agreement between KI Housing and Newstay will be written. A residential agreement between KI Housing and the resident will also be drawn up. Please read through all pages thoroughly and make sure to fill out all the marked spaces when signing the documents.
- When the rental agreement has been signed by all parties, the starting date of the contract cannot be postponed.

## The move-in process

- When we get closer to your move-in date, Newstay will contact you to book a time for move-in inspection and handover of keys to the apartment. Rental payment must have been made prior to move-in.

- Please note that you must sign up for a home insurance. Contact an insurance company for a quote (for example Folksam, If, Länsförsäkringar or Trygg Hansa).
- During the move-in inspection, Newstay will make an inspection protocol to note the condition of the apartment at the time of moving in, which is to be signed by the tenant and the Newstay representative.
- Along with keys and a welcome letter, Newstay will hand over a property description containing useful information regarding the building, as well as contact information to Newstay.
- If there are any complaints regarding the cleaning or condition of the apartment, this must be sent to Newstay no later than two days after move-in. The information should be sent to [info@newstay.se](mailto:info@newstay.se).

## Pay extra attention to

- The tenant commits to take full financial responsibility for rents and other costs throughout the entire rental period.
- A security deposit of one month's rent will be required before moving in. After the move-out inspection has occurred, possible damage caused by the tenant as well as the cost of final cleaning will be deducted from the deposit. The remaining amount will thereafter be refunded to the client.



## Pay extra attention to...

- Termination of a contract must be sent to [info@newstay.se](mailto:info@newstay.se) on a weekday before noon, three calendar months prior to the move-out date. For example, if you want to terminate your contract by the 30th of April, a written notice must be sent to Newstay at the latest on the 31st of January, before noon.

If your termination is sent on the 1st of February, the contract will be terminated by the 31st of May. It is the responsibility of the resident to terminate the contract on time.

- Note that KI Housing does not take any responsibility for late cancellations that lead to additional costs or any other extra charges.
- Any questions regarding the apartment, arrival and departure etcetera should be addressed directly to Newstay.

## Rental payments

- Invoices are sent by email, directly to the tenant, around the fifth every month. Please mark the payment with the OCR number on the invoice.
- The rent should always be paid in advance no later than the 25th prior to the upcoming month.
- Note that you will not be able to receive an update regarding the status of your payment. However, if Newstay is missing a payment from you, you will be contacted.

## Maintenance issues

- During the rental period, please send all questions and maintenance issues to Newstay's email address [info@newstay.se](mailto:info@newstay.se).
- Minor repairs in the apartment, such as maintenance of locks, electric switches and replacement of light bulbs, is the tenants' responsibility.

## Moving out

- As the move-out date approaches, Newstay will schedule a time with the tenant for a move-out inspection of your apartment and handover of keys.
- Final cleaning of the apartment will be arranged by Newstay after the tenant has moved out. The cost of SEK 395/hour will be deducted from the deposit before it gets refunded. Please note that VAT of 25% will be added to the cleaning cost.

## Further information

For further information about terms and conditions for using our corporate agreements with Newstay, Bostad Direkt or Apartment HS - please see the website of Karolinska Institutet Housing:

[www.kihousing.se](http://www.kihousing.se)



**Karolinska Institutet  
Housing AB**

**newstay**

CORPORATE APARTMENTS