

## **Policy for rent apartment in Älmhultsbostäder AB 2017**

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

### **To register**

To search for an apartment in ÄBO you have to be registered as an applicant. To register, applicants must be at least 16 years old, but in order to obtain an apartment and sign a rental contract you must be 18 years. Registration is personal but it is allowed to have a co-applicant, then you collect points together.

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

Legal person can't register as an applicant through the website, this is handled manually from ÄBO.

Applicants that need help to register or search for housing, are welcome into the office. We have a computer to use to register or search apartment.

To be registered as an applicant are free.

### **Active search**

Applicants must be active. At least once every three months, you need to log in with your data (personal identification number and password) on our website and confirm/update your information.

Those who are not active and don't log into the website every three months lose their place in the queue system.

You should only show interest in those apartments that are suitable because you can only register on three apartments at a time.

## **Offer of apartment**

All available apartments are posted on our website, except the apartments which will be offered Älmhults Kommun, our county. Vacant apartments is usually posterd on our website for 5 days.

ÄBO has signed lease agreements with a number of legal entities, which in turn has a secondary lease to the tenant. The question of the number of lease agreements with legal entities must be examined every year and this lease shall be limited in time. The number of leases for apartments with legal entities may not exceed 5% of the apartment stock, applicable in 2017. Lease agreements with Älmhults Kommun is governed by a special agreement.

ÄBO informs about the apartment, starting date and the rent. Besides this, also the last day to register their interest to search the apartment. A point-based queuing system is applied. For every day that applicants are registered they receive one point.

Offer of apartment is sent to the three applicants with the most points. Applicants book an appointment with the current tenant for viewing the apartment, then they will return back with an answer to ÄBO on continued interest or not of renting the apartment. It is important to answer yes or no to the offer within a week (7 days), if there is no answer three times on the offer the applicants got, they will fall out of queuing system and then have to re-register again.

In case none of the three candidates are interested in the offer of the apartment, we go with a new offer to the next three candidates with the most points. If there still is no interest for the vacant apartment we match the profile of requirements with the whole que.

Offer of apartments in new construction is managed both on queue points and can be rented in accordance with the board's decision for this unique project. This may mean that the apartments are, to different degrees can be rented through the queue points, first come, first priority to already housing tenants in the area, etc.

## **Change apartment**

To obtain permission to change apartment there must be notable reasons, this means:

- Changes in family relationships: if the need for a larger, smaller or cheaper apartment depends on for example opening of the new relationship, separation or

death.

- Significantly changed economic conditions - requests for lower rent.

## Priority existing tenants

A request for priority may be reported, but not on a specific apartment. Acceptable reasons for the priority can be:

- Durable disabilities that occur at current residence as technically not adaptable accommodation, such as bathrooms and stairs.

## Sign lease

Offer to sign a rental agreement is to be completed within 5 days, and time for subscription is booked then. In cases where the lease is sent by mail, the prospective tenant has three days in which to sign and return the agreement. When a contract is signed your point will be gone.

To subscribe a lease the applicants need to demonstrate the ability to pay. Applicants must not have any debts to ÄBO, nor any payment default from the last 12 months. In connection with the signing of the lease should the identity be proved with valid ID, if required.

In some cases it may be required guarantors.

**Credit information** – is taken on all applicants before signing lease agreements, exemptions already existing tenant unless the new rent is over 1 000 kr against the current rent.

**Number of persons on lease** – ÄBO allows a maximum of two people on the lease agreement.

**Refusal lease** - If you have mismanaged your relationship with ÄBO during the past two years we denying you from a new agreement. With unkempt relationship means:

- Illegal subletting
- Serious disturbances to other tenants
- Misuse of apartment
- Threats or violence against staff
- Effected eviction

**Payment**- rent is paid in advance by the last working day before the beginning of each calendar month any time by e-invoice / and or direct debit.

**Non-payment** - unless the rent is paid on time we submit the case to the collection company. At repeated problems the rental agreement can be terminated and the lease is forfeited.

**Installment plan** - can be approved under specific reasons.

**Rental Discount** - the time of rental discount is limited to a maximum of 12 months. Thereafter, a new revision is made. Discount is granted under the authorization policy.

**Home Insurance** - Existing home insurance is to be provided throughout the rental period. It is the tenants responsibility to take out an insurance.

**If a person wishes to be entered in an existing lease, the terms are the following:**

- The person must be husband/wife or registered partner
- That the people have been together according to the accounting registry at least two years and living below marital relationship

## **Sublet the apartment**

An apartment owner may under special circumstances sublet the apartment to a secondary tenant. ÄBO accept sub-licensing due studies, work at another location, sample accommodation in some circumstances, illness and unforeseen events when they are temporarily unable to use the apartment. Requirements noteworthy, reasons must always be examined. At the sub-licensing it is always the first tenant that is responsible for the apartment.

The move can take place no earlier than one calendar month after the complete application is received to ÄBO and the contract have a maximum duration of one year. Maximum time for sublease is two years per contract.

## **Application for direct replacement**

An apartment owner may in special circumstances transfer their tenancy by switching to another person. ÄBO accept transfers in accordance with the rules set forth in the Rent Act.

The transfer may take place no earlier than two calendar months after a complete application has been provided to ÄBO.

Personal data and proof below to given situation must be attached to the application such as:

- Changes in family situation
- Change in residence
- Changes in economic situation

- Commuting
- Altered the health condition
- Others

When the change implemented the tenant is removed from the que.

## **Application for transfer of apartment**

A tenant may under certain circumstances transfer his apartment to another person. ÄBO accept transfers in accordance with the rules set in the Rent Act, that is, the transfer to the husband/wife and permanently cohabiting people.

The transfer may take place no earlier than two calendar months after the complete application is provided to ÄBO.

An economic test is always made before the transfer.

Personal data, etc. (To be completed by the transferer and the future tenant)

Reason for transfer:

- Transfer between husband / wife or partner. A certificate from the registry office or other relevant documents attached to this application.
- Transfer due durable cohabitation (two years). A certificate from the registry office attached to this application.
- Estate, transfer to the husband / wife / partner / permanent cohabitant.

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## **Lease Termination**

Termination of the lease must be in writing. All persons on the lease has to sign the dismissal.

At termination of the master agreement expires as a rule, all the underlying leases unless the tenant moves to another apartment with ÄBO.

The tentant has to move from the apartment after three (3) calendar months since the termination have been handed to ÄBO. Does the tenant wish to vacate earlier than the formal termination date, the tenant gives with his signature of his termination ÄBO right to sublet the apartment to the above stated desired move out date.

ÄBO does not guarantee that the wish ragarding an earlier termination is provided, there is always the formal moving out date, which is binding for the tenant. During the notice period, the tenant is obliged to contribute to show the apartment to new tenants.

Existing tenants who move inside ÄBO have two (2) months notice, and should as a rule not be burdened with double rents.

Two inspections will take place during the notice period, one pre inspection and one final inspection. These inspections will not affect the above agreed move out date. Tenant should attend both inspections.

**Established at board meeting 2016-12-21**