

Welcome to HSB Brf Marmorn, a Private Housing Cooperative

This document contains important information for those who temporarily lease an apartment in Marmorn. Our Swedish website also contains extensive information.

Apartment ID number: Every apartment has a unique identification number. You use this when you get in touch with the board or the caretaker with specific issues regarding the apartment you are subletting. You can find the number on a small black sign above your entrance door, facing the stairwell. Please *do not use the number on the white sign* next to it, that is for other purposes.

Website: www.marmorn.se

Marmornbladet: A printed newsletter in Swedish is delivered to each household four times a year. There you will find the updated code to the entrance doors (it gets updated twice a year).

Bulletin boards: Can be found at each entrance. They are used to post messages from board members and a place to find general contact info in case of questions or emergencies.

Contact information: You will find useful contact information in the end of this document.

Nameplates

It's only the owner of the apartment that can have his/her/their name on the bulletin board at each entrance. On the door to the apartment it's allowed to add the name of the tenant who is subletting, but the nameplate must be made by Marmorn's caretaker. If you need one –contact the caretaker, see contact info below.

Guest apartments

Only members of the cooperative are allowed to rent the guest apartments, as a subtenant you can not do so. If you come to an agreement with your landlord that they rent it in their name, that is up to you, but please note that the member/your landlord is then fully responsible for any breaking or rules and costs connected to the rental. The cost will be charged to the member's monthly fee.

Caretaker

Marmorn has a part time caretaker hired from the company Fastighetsskötsel AB. The caretaker's office can be found to the left of 44C, in the basement.

Phone number and visiting hours:

08-669 53 21, Monday-Friday 7.30 am-8.30 am.

Working hours:

Monday-Friday 7.30 am-11.30 am

Anything out of order should be reported to: Fastighetsskötsel AB by email at marmorn@fastighetsskotsel.se or call 08-13 36 10, weekdays 8 am-4 pm.

Rules of Conduct

Marmorn's buildings are poorly soundproofed, and it is required to show consideration for fellow residents. **Peace and quiet is expected during weekdays between 10 pm and 7 am**, and between **11 pm and 9 am on weekends** (Friday/Saturday evenings and Saturday/Sunday mornings). The same rules apply **in our courtyards during weekdays, and during weekends between 10 pm and 9 am**. Music is not allowed outdoors. Barbecuing is allowed in the courtyards, but not on the balconies unless you use an electric barbecue.

Facilities (map on page 2)

HSB Marmorn has 8 laundry rooms, 3 storage rooms for bicycles, 4 overnight apartments for guests, 2 music rooms and 1 hobby room. (The music rooms and overnight apartments are available

to rent). The subletting tenant needs to borrow a key to the storage room for bikes from his/her/their landlord.

Television and broadband

Cable TV from the provider ComHem is already included in the monthly fee. Regarding broadband, a reasonably priced contract can be set up with our internet provider at www.ownit.se.

Trash and recycling

There is a garbage chute on each floor, for household garbage only. There is a recycling room in the building opposite 42B (see K on map). **Please help to reduce the volume of trash by flattening all boxes and packaging before disposal.** Largish or bulky trash should be taken to the garbage room called “Grovsopor” (see G on map). You will also find a corner there where you may leave unwanted items that are still in good condition, free for other neighbors to take if they wish. The disposal of aerosol cans, paint and any other chemicals **is prohibited**. These products can be discarded at pick-up points throughout Södermalm and at the Environment Station at Torkel Knutssongatan. **It is not allowed to leave old appliances in the garbage room**, please make sure to find nearest recycling station. For further info, please visit then web site of Stockholm Vatten och Avfall (<https://www.stockholmvattenochavfall.se/>).

Contact Information and Map

Board members: styrelsen@marmorn.se

Each member of the board is responsible for one of Marmorn’s buildings. The name of that person (“trapphusvärd” in Swedish) is posted inside each entrance. This is the person you contact if you have a question regarding your particular building. If you have a question for the whole board, please use the e-mail address mentioned above.

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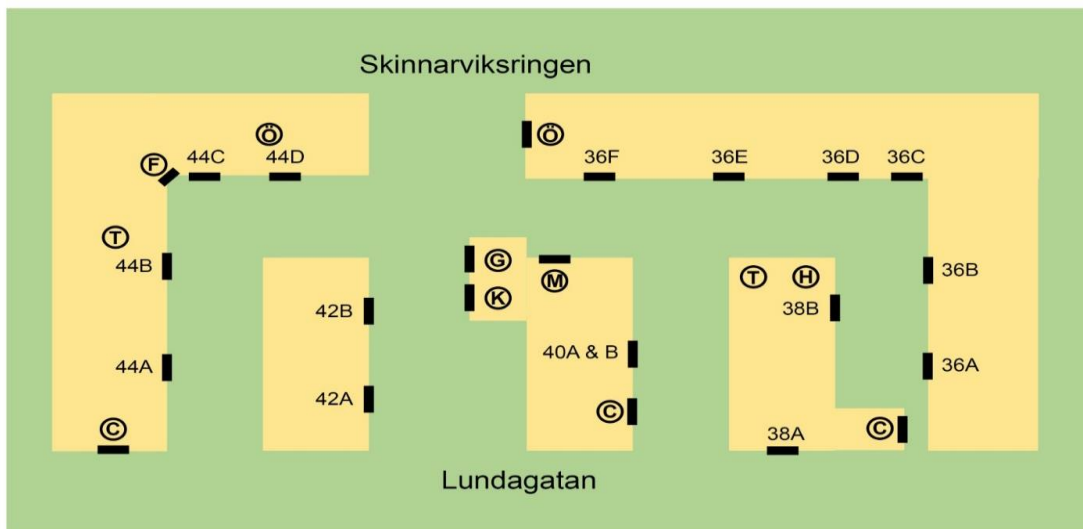
In case of emergency regarding any damage after office hours: call the emergency hotline at 08-657 77 20.

Problems with the elevator: Call 08-618 48 48, there is a 24-hour service.

Garbage chute: if there is blockage, contact Fastighetsskötsel at marmorn@fastighetsskotsel.se or 08-13 36 10. During evenings or weekends send an email to the board or contact the person in charge of your building.

In case of infestation of vermon: Call Anticimex at 08-19 00 30. Inform Anticimex where you live and that HSB Marmorn is insured through Brandkontoret.

C=bicycle room	F=caretaker’s office	G=largish or bulky trash
K=recycling area	H=hobby room	M=music room
T=laundry room	Ö=overnight apartment/rooms for guests	



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|------------------------|-----------------|------------------------|
| Ⓒ Cykelrum | Ⓗ Hobbyrum | Ⓓ Tvättstuga |
| Ⓕ Fastighetsexpedition | Ⓚ Källsortering | Ⓞ Övernattninglägenhet |
| Ⓖ Grovsoprum | Ⓜ Musikrum | |