



Jakobsberg March 2015

## Important information for the owners of an apartment in Brf Järfällahusen

### What is a cooperative apartment?

A cooperative apartment owns by a housing cooperative, which is an economical organization whose purpose is to let apartments to members without a time limit. The members of the housing cooperative are the owners. We own and manage the property ourselves, apartments as well as communal areas indoors (for example laundry and garbage rooms) and outdoors (for example garden and parking areas).

### Membership

To own and live in a cooperative apartment means that you have the opportunity to affect the operation of the buildings and surrounding areas. You have the right to be a part of and make decisions at the annual general meeting. The ownership gives you influence and responsibility for the finances and maintenance of the housing cooperative. You may refurbish your apartment as you like. You may paint, put up wallpaper and make minor rebuilding work. If you want to make some major rebuilding work you need the authorization from the board. **You yourself are responsible for the upkeep of your apartment, like flooring, walls, ceilings, window glass and frames, doors, tiles, bathroom and kitchen utilities.**

### The board

The board, which is elected by the owners, are responsible for the continuously finances and maintenance of the building. All members can affect the operation of the housing cooperative.

### Annual general meeting

The *annual general meeting* is the yearly meeting where all members have the opportunity to meet and discuss the matters of interest.

*Motion*, or parliamentary proposal, is a member's suggestion regarding Brf Järfällahusen, such as further developments or i.e. new washing machine for the laundry room.

## **Monthly charge**

The monthly charge/rent includes the housing cooperative's costs for electricity, heating, water, maintenance and repairs. The charge also needs to cover the society's capital expenses (interest and installments on loans) and the buildup of capital for the maintenance of the buildings.

The monthly charge/rent has to be paid in advance (due date is the last of each month), covering next month charge. You can pay by Direct Debit. The advantage of Direct Debit is that you always pay in time and don't have to pay applicable bank charges. You can also get the advertisement as an internet invoice.

## **Subletting your apartment**

Brf Järfällahusen keeps a restrictive stand to subletting apartments. The board may agree to sublet an apartment for a maximum of 6 months under certain circumstances (for example studies/work in another place). You have to apply for a subletting and it cannot take place before the board has given their approval.

## **Mortgage security**

If you finance your purchase of your apartment through bank loan, or another kind of loan, where the apartment stays as a security for the loan, you have to inform the bank about the address to the housing cooperative:

Brf Järfällahusen, Hammarvägen 38, 177 35 Järfälla

## **Selling your apartment**

If you are selling your apartment, you or your estate agent are able to contact Brf Järfällahusen with any questions regarding the apartment or the housing cooperative. You, as a seller, have to inform the board of your new address as the board has the obligation to generate a statement of sales.

## **Property manager/caretaker**

The housing cooperative has an agreement with EFS Fastighetservice regarding for example the electricity, heating and water systems. As a member in the housing cooperative, you can of course buy services for your own apartment. For contact with EFS, see advertisement in the entrance.

## **Keep in mind**

Do not leave any rubbish in the entrances, basements, recycling rooms or other communal areas. The recycling house is intended for kitchen garbage and food rests in the large room. In the recycling room there are barrels for paper (boxes, cases and corrugated paper), plastic, newspapers, glass, metal and batteries. No electronic/electrical items.

Do not leave doors open to the staircases, basements and bike storage as well as keeping the basement windows (storage, laundrettes etc) closed.

**Show consideration towards your neighbours at all times. Keep the noise to a minimum, especially between 22.00-07.00 (turn down the volume on your radio/TV and don't use your washing machine etc). This includes also activities outdoors.**

Follow the pest control rules. If pests are found, you have the obligation to report immediately to Nomor, 0771-122300. See notes the entrance.

### **Waste/garbage/recycling**

The garbage house/area contents of two departments. The room with big double door contents **domestic waste** and **food waste**. The domestic waste will be sealed in plastic bags and thrown in the green barrels. Food waste will be sealed in brown paper bags and thrown in the brown barrels. You will find spare paper bags behind the barrels. Notice that plastic bags is not allowed in the brown barrels.

Behind the door just around the corner you'll find a room for **recycling items** with barrels for paper (boxes, cases and corrugated paper), plastic, newspaper, glass (coloured and white), metal and batteries.

The housing cooperative provides a container about 4 times a year, dates published in all entrances. Here you can throw big, combustible garbage. **Notice; no electronic/electrical items**). Until the container arrives, it is your responsibility to harbor your waste.

### **Plumbing**

It is your own responsibility to keep the plumbing clean and in working order in your kitchen and bathroom. If you get blockages in the pipes you can of course, on your own, buy this service from EFS.

To prevent any blockages or damages to pipes, please make sure not to put any grease/oil down the kitchen sink, wipe away any greasy residue before washing up. You are not allowed to flush down any diapers, sanitary towels, dental gloss, tops, catsand and orther rubbish. If you are experiencing blockages in the pipes, please report it immediately to EFS.

### **Ventilation**

Due to a previous problem with radon there is now a prohibition of any kitchen fans attached directly to the common ventilation. Kitchen fans **must be** equipped with carbon filter approved by the board.



## **Carparking**

Please park your car (and other vehicles) in the allocated areas. Your car is to be parked in a restricted parking area and not along the flower borders. Bicycles are to be placed in a bicycle stand or in a bicycle room. Motorbikes, scooters and mopeds are also to be parked in the carpark. Please note that one parking square will hold two two-wheeled vehicles. Parking is not allowed by the waste disposal area.

If you want to rent a garage or a parking place with an electrical socket, please contact the board for your name on the queue list.

Our parking areas are primarily reserved for the members of the housing cooperative, and secondarily for their guests.

## **Barbecue and outdoor seat**

The housing cooperative has a barbecue place together with a table and benches. The barbecue cannot be booked in advance. Before you leave the area – make sure that no fire can arise, take care of your waste and make the place clean.

## **Laundry rooms**

When you book a shift on the list outside the door, please put the last name of the apartment owner. Only one shift may be booked at any time.

**Laundry times/shifts: weekdays – five shifts between 07.00-22.00**

**Sundays – four shifts between 09.00-22.00**

**The power will be cut at 22.00.**

If your laundry shift has not started within one hour from the scheduled start, other members are allowed to take over the shift.

The drying rooms may be used up to one hour after your shift.

When you have finished your laundry, please switch off the lights in laundry- and drying rooms.

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**With this information we welcome you to our housing cooperative.**

**In the entrance you'll find some information: a list of the current members of the board with their phone numbers and some dates when one or more of us are available for questions in the board room.**

**The mail address to the board is [brf\\_jarfallahusen@yahoo.com](mailto:brf_jarfallahusen@yahoo.com)**