



LUNDGREN'S

• TRÄDGÅRDAR •

In English - How to apply

Step-by-step instruction

How to apply for an apartment by using our digital rental process

HFAB

TILLSAMMANS SKAPAR VI HEM

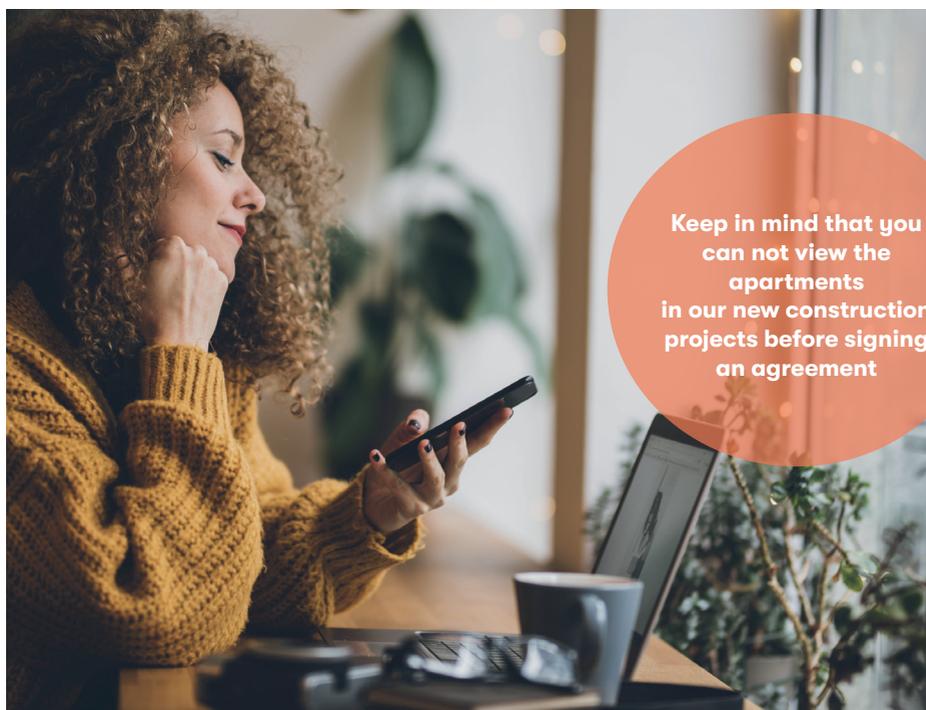
Basic requirements:

- You must have turned 18 years old
- No debts to HFAB
- Your monthly disposable income must exceed the monthly rent
- You have no non-payment notices the last 12 months
- The apartment you like to rent must be your primary residence
- You have no unfavourable records at HFAB for the last two years
- You can only have one rental agreement at HFAB

Please note that you can register and start collecting queue points even if you don't have a Swedish personal ID number, but you can not apply for an apartment until you have a Swedish personal ID number. Please contact our Customer Center for more information.

DIGITAL RENTAL

By using a digital rental process you can, as a prospective tenant, manage the entire process from home without visiting our office. You are of course welcome to our Customer Center if you have any questions about the rental. **Please read through every step before you start, to make sure you understand the process!**



Keep in mind that you can not view the apartments in our new construction projects before signing an agreement

THE APARTMENTS ARE LET BASED ON QUEUE POINTS

This means that anyone who is registered (one point per day) and has submitted a declaration of interest and meets HFAB's requirements, gets the possibility to sign an apartment agreement. If you will receive an offer is based on the amount of points you have and the overall interests in the particular apartments you are applying for.

You can register interest of a **maximum of 5 HFAB apartments** at a time.

PLEASE NOTE that this could eventually also give someone with fewer queue points the opportunity to sign apartment agreements. This is the person in line does not meet the basic requirements, declines or does not sign. The important thing is to submit a declaration of interest!

You will always lose your accumulated queue points when you sign an apartment agreement with HFAB. Any co-applicant will also lose his/hers queue points when an agreement is signed with two contracting parties. In order to rent an apartment, you **and** any co-applicant must meet HFAB's basic requirements, and be able to pay a mediation fee of SEK 2000 within 24 hours after you have signed the apartment agreement. A credit report is taken on all applicants

How to prepare for the rental process

(before you submit a declaration of interest)

- **Register on our website!**
- **Get a BankID** from your bank
- **Check your details** by logging in to "My pages" at hfab.se
- **Upload your income certificate under "My pages"**
(*valid certificates)
You can upload the following files: jpeg, PDF, Word and PNG
- **You must have a valid email address** (all contacts are made by e-mail)
- **Click in the YES box to sign with e-identification**

***Valid certifications:** Salary from work/employment/self-employment. Unemployment compensation or other labor political compensation. Student finance. Pension. Property income. Interest on capital are counted as income, not cash in the bank account. Exempt and taxable payment from "Försäkringskassan". You will find more information on "Requirements to rent apartment" on hfab.se

NOTE! Bank statements showing amount of cash are not valid!

THIS IS HFAB'S DIGITAL RENTAL PROCESS

Step-by-step!

1. Log in under “My pages” at www.hfab.se



Mina sidor

2. Go to “Hitta lägenhet/Nyproduktion”, click on the apartment selector (lägenhetsväljare) on the Lundgrens Trädgårdar page.



3. Choose a house/block. The block that is searchable is also clickable.



4. Search the different apartments by moving your mouse over the houses. (Here you can also get brief information on size, rent, etc.)



green color indicates that the apartment is open to submit for a declaration of interest for 5 days



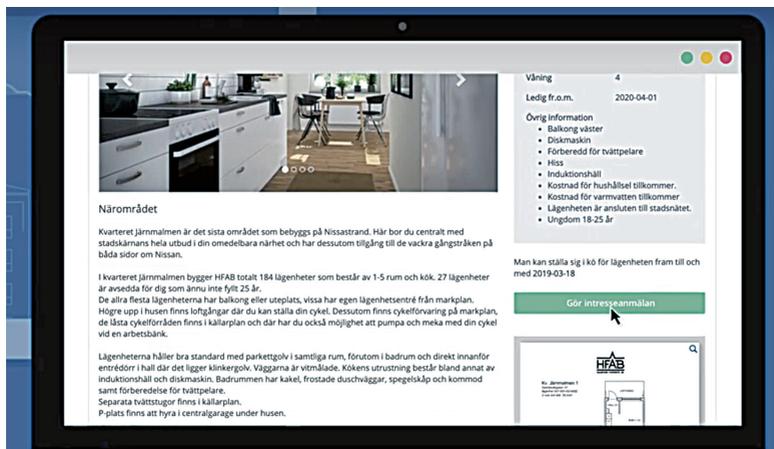
Yellow indicates that the apartment is reserved



Red shows that the apartment is rented

5. Click on the apartment you are interested in

You will end up on a page with more information, drawing etc.



Click on "declaration of interest" (**gör intresseanmälan**). This button becomes active when the rental starts.

6. Do you have a co-applicant?

YES! Read carefully the text below!

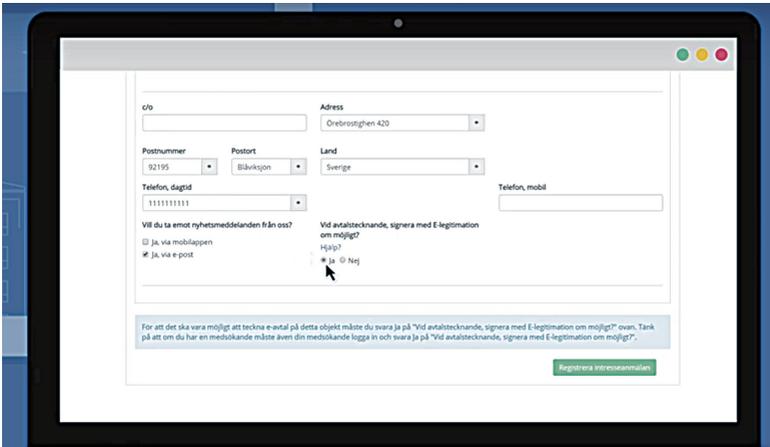
NO! Go straight to step 7

Important information if you have a co-applicant!

- **If your co-applicant is not approved** according to our basic requirements, you will not be able to get an apartment.
- If you have a co-applicant, **they must also sign the apartment agreement with their BankID**
- **Click in the YES box to sign with e-identification**
- If the co-applicant does not complete the signing with BankID during the appointed time, your joint agreement will lapse and the apartment agreement will then automatically be offered to the next applicant in turn/line.

7. You will now be redirected to "My pages"

Read through carefully and check your information, especially the e-mail address! It is only by e-mail we communicate in the progress.



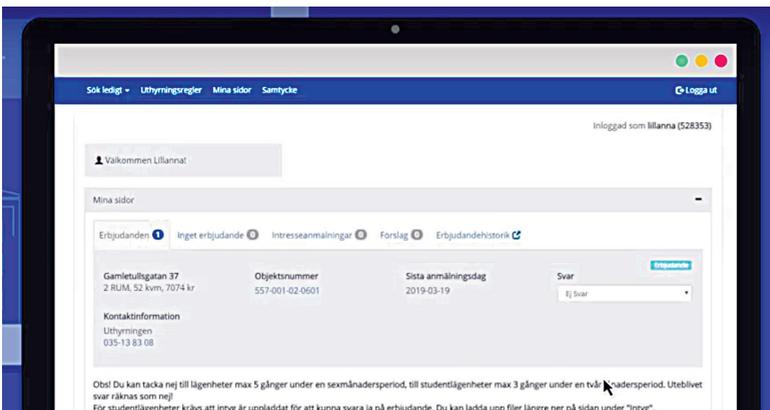
The screenshot shows a registration form with the following fields and options:

- Ort:** Örebro (dropdown menu)
- Adress:** Örebroströgen 420 (text input)
- Postnummer:** 701 95 (dropdown menu)
- Postort:** Örebro (dropdown menu)
- Land:** Sverige (dropdown menu)
- Telefon, dagtid:** 010 111111111 (text input)
- Telefon, mobil:** (text input)
- Will du ta emot nyhetsmeddelanden från oss?**
 - Ja, via mobilen
 - Ja, via e-post
- Vid avtalstecknande, signera med E-legitimation om möjligt?**
 - Ja
 - Nej

Below the form, there is a note: "För att det ska vara möjligt att teckna e-avtal på detta objekt måste du svara Ja på "Vid avtalstecknande, signera med E-legitimation om möjligt?" ovan. Tänk på att om du har en medokande måste även din medokande logga in och svara ja på "Vid avtalstecknande, signera med E-legitimation om möjligt?".

A green button labeled "Registrera intresseanmälan" is located at the bottom right of the form.

On this page you should also click in the YES box to sign with e-identification
Now click on the button "Register interest" (registrera intresseanmälan)



The screenshot shows the "Mina sidor" (My pages) dashboard with the following elements:

- Navigation: [Sök ledigt](#), [Uthyringsregler](#), [Mina sidor](#), [Samtycke](#), [Logga ut](#)
- User: [Vakommen Lilian!](#)
- Logged in as: [Inloggad som Liliana \(528353\)](#)
- Menu: [Erbjudanden](#) (1), [Inget erbjudande](#) (0), [Intresseanmälningar](#) (3), [Förslag](#) (0), [Erbjudandehistorik](#) (0)
- Current selection: [Intressade](#)
- Property details:
 - Garnierullsgatan 37**, 2 BLM, 52 kv, 7074 kv
 - Objektnummer:** 557-001-02-0601
 - Sista anmälningsdag:** 2019-03-19
 - Svar:** 0 svar
- Contact information:
 - Uthyringen:** 035-13 83 08
- Notice: "Obs! Du kan tacka nej till lägenheter max 5 gånger under en sexmånadersperiod, till studentlägenheter max 3 gånger under en tvåmånadersperiod. Uteblivet svar räknas som nej! För studentlägenheter krävs att intyg är uppladdat för att kunna svara ja på erbjudande. Du kan ladda upp filer längre ner på sidan under "Intyg".

You can always go back and see your interest reports via "My pages"

NOTE - it is your responsibility!

It is your responsibility as an apartment applicant to check all the conditions for the signing of apartment agreements to be possible. **Check that you have enclosed the proper income certificates!**

The assignment process is fully automated, which means that the apartment contract is offered to the next in turn/line if all parts are not fulfilled by you and your co-applicant.

Allocation by queue points

(it will be handled completely automatically by the system)

8. When the registration of interest is closed

When the registration of interest for each block has closed, the offer is automatically sent out in turn. If you receive one or more offers, you can accept or decline under "My pages". You have until midnight, the day after the offers are being sent out, to answer.

You can decline a HFAB apartment a maximum of 5 times during a six-month period, after which you will be blocked for 3 months. Missed response counts as a no.

9. If you accept

If you choose to accept, you will be offered the opportunity to sign the apartment agreements under "My pages". Agreements can be signed until midnight the following day, after the offers are being sent out.

If you do not sign with BankID during the appointed time, the apartment agreement is offered to the next applicant in line.

10. If you have accepted several offers

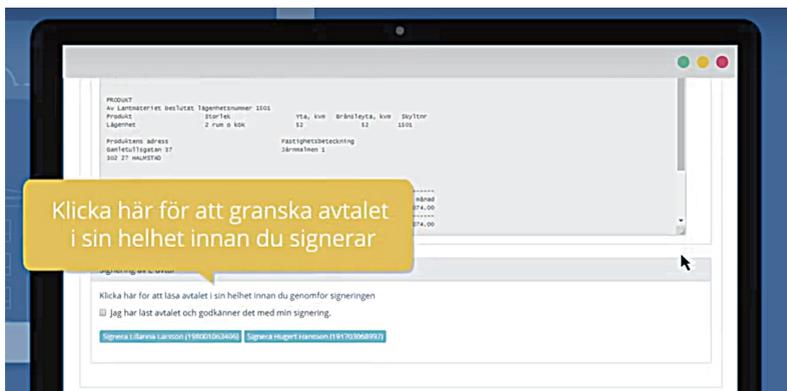
It is possible to get several signing opportunities if you have the highest queue points and have accepted several apartment offers. It is therefore important that you choose the apartment you prefer and sign the agreement before midnight the next day after the agreement are being sent out.

You can only have one apartment agreement with HFAB, therefore the apartments you did not choose are offered to the next in turn.

11. If you have a co-applicant

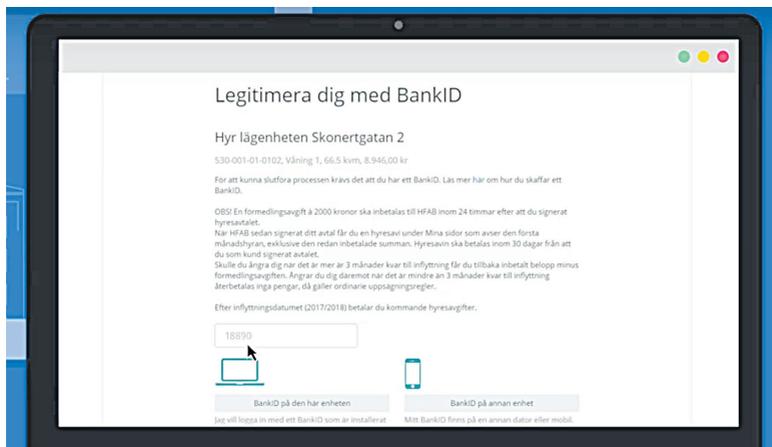
If you have a co-applicant, they also must sign the apartment agreement with their BankID before midnight the next day after the agreement are being sent out. If the co-applicant does not complete the signing with BankID during the appointed time, your joint agreement will lapse and the apartment agreement will then automatically be offered to the next applicant in the turn. **NOTE! After you have been offered an apartment, you cannot add or remove co-applicants. If you do, you will not be able to continue the process.**

12. Click here to review the agreement and to sign



13. Identify yourself with your BANKID

(choose a device to authenticate yourself)



14. Pay the mediation fee within 24 hours

When signing, a mediation fee of SEK 2000 must be paid within 24 hours

(if the payment is made on Saturday, Sunday or public holiday, the payment will be registered the next weekday). This is specified at the signing stage.

If you do not pay the mediation fee within the stipulated time, the agreement is automatically cancelled and the apartment is forwarded to another applicant.

REMEMBER! It is your responsibility to ensure that the payment is made and goes through, we do not contact the person who fails to pay. You can always check your bank account to see that payment has been made.

WHAT HAPPENS NEXT?

When HFAB has received the payment, income checks and credit checks are made. Once you have been approved as a tenant, HFAB signs the apartment agreement which becomes valid, this may take a few weeks.

If you are a tenant with HFAB when you sign the apartment agreement, a preliminary notice of your current apartment will be sent to you by e-mail.

After your apartment contract becomes valid you will have access to the agreement and a rental invoice under "My pages". The invoice refers to the first monthly rent, excluding the already paid sum of SEK 2,000. The rental invoice must be paid within 30 days after you have signed the agreement.

15. Done!

Now you have a valid agreement. You can save the agreement as a PDF.

You will also receive a confirmation by e-mail.

Car parking and electric car charging

There will be a shared parking lot, where we will offer a certain amount of parking permits to rent to be allowed to park in this area. There will also be possibilities to charge your electric car. The parking permits will be released at a later stage. If you have signed an agreement you will receive information well in advance before the permits are possible to apply for.

What if you change you mind and regret signing a lease?

If there is **more than three months left** before moving in, you will receive your queue points and your money for the rental invoice back, except the mediation fee of SEK 2,000.

If, however, there is **less than three months** left before moving in, no queue points or money will be refunded, in this case our regular cancellation rules applies. Read more about our rental conditions on hfab.se

Do you have questions?

Visit us at our Customer Center on Fredrik Ströms gata or call us on 035-13 83 00. Opening hours Mon-Fri 8-17.





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