

Welcome to Boligbygg

Useful information for our tenants



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Welcome to Boligbygg!

In this brochure you will find useful information now that you are renting a municipal flat. You have both rights and obligations, and the most important of these are explained in this brochure.

Housing may at times require maintenance and repair. Some things will be your responsibility, while others are the responsibility of Boligbygg (Municipal Social Housing) as the owner. You will find more information about this in your lease and in the Norwegian Tenancy Act. You may also contact our Customer Care Centre if you are wondering about anything.

Safety and security for our properties is a vital concern for us. Therefore we have housing environment security guards on call 24/7. It is also important to consider fire safety. The flats, buildings and properties are regularly checked for electrical defects and properly functioning fire safety equipment. Janitors and security guards also regularly check common areas and have regular safety rounds.

We urge you to take good care of your flat and contribute to a good housing environment during the tenancy period. We want all those who live in our dwellings to have a good and safe home.

Yours sincerely Jon Carlsen, Director of Boligbygg

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Who to contact?

If you have just moved into a municipal flat, you will probably have many questions. If you do, then it is nice to know who to turn to in the local authority for answers.

Your city district

The Housing Office (boligkontor) in each city district determines who can rent a municipal flat. The city district administration office receives the application for a municipal flat and also decides who will be granted a flat. The city district administration office will also assist you with housing benefits, and any other assistance you need on a daily basis.

The telephone number for the city district administration office is 02180 (the local authority's switchboard).

Boligbygg

Boligbygg Oslo KF owns, operates and rents out the municipal flats in Oslo. We inform the city district about vacant housing and sign leases with the people who have been assigned a flat.

Our Customer Care Centre

This centre is open in the daytime on weekdays. The Customer Care Centre deals with all enquiries concerning your flat or your rent.

The telephone number for our Customer Care Centre is 23 46 05 00.

Housing environment security guard

The security guard is accessible in the case of emergency situations in the evening and weekends.

The telephone number for our housing environment security guard is 23 46 05 55.

The housing environment service consists of security guards on regular patrol on our properties. They ensure safety on our properties in the evening and during the night. You may call our security guards if you have an acute technical problem in your flat when the Customer Care Centre is closed, such as a water leak or domestic disturbances in the neighbourhood.

Go to www.boligbygg.no for more information.



Johnér Bildebyrå /Susanne Kronholm

Maintenance of your flat: Your responsibilities

Together we take good care of your housing unit and the common areas. As a general rule, Boligbygg is responsible for outdoor maintenance, the property and facilities, and you are responsible for maintenance of your flat (indoor maintenance).

When you move into one of our flats it is important that when you view it you tell us whether there is anything you do not like about it. You take over the flat in the condition it is in, and when you move out it must be in the same condition as when you moved in. The

exception is normal wear and tear over time.

While you are living in our flat you are responsible for complying with the household rules and the terms of your lease.



Remember to replace the battery in your smoke detector.



If the smoke detector is connected in a series, you do not need to replace the battery.

The most important things you must look after in your flat

DESEMBER

We want you to take good care of your flat while you are living there and make sure that it is not damaged in any way due to improper use. Here we point out some things you need to pay particular attention to.

Fire safety

We are always striving to protect our flats and buildings from fire. As you are a resident, it is important that you help us with this work.

You must make sure that you regularly replace the battery in the smoke detector, at least once a year – preferably on 1 December – Smoke Detector Day. You should also test that the smoke detector is in good working order by pressing the test button.

You are also responsible for checking that there is a fire extinguisher in your flat and that it is also in good working order. The arrow in the pressure gauge must be sitting in the green field, and the extinguisher must not have any visible defects. These apparatuses must have a date stamp, and the general rule is that it must be checked every five years and replaced every ten years. You can check the apparatus by turning it upside down for 5–10 seconds and listen for the sound of powder moving inside. If you cannot hear the powder moving inside, you should replace the extinguisher.

You can get or switch the smoke detector or fire extinguisher at our Customer Care Centre, and you may call us if you have any questions about how to check the equipment.

It is also important that all escape exits and common areas are unimpeded and open in case of fire or the need to evacuate the building. Therefore it is not permitted to store bicycles, wheelchairs, prams or garbage in the common areas.

What about central fire alarm systems?

Some of our properties have a central fire alarm system (see the picture top right on page 5). Where such systems are installed all the fire alarms are connected in a series. You must never disconnect a fire alarm in such a system because this may cause the fire alarm to malfunction if there is a fire in your flat or another flat.

If there is a sprinkler head in your flat, you must not hang anything from it, or bump things into it. Water may then spray out of it even if there is no fire.



The arrow in the fire extinguisher must be sitting in the green area.



You must never disconnect or hang anything from sprinkler heads.

FIRE PREVENTION

Is there a fire? Call the fire brigade – telephone number 110.

Is there a fire in your flat?

- Try to extinguish the fire with the fire extinguisher or fire hose in your flat.
- Keep all doors and windows closed. Close the door after you if you leave the flat as that can prevent the fire from spreading to your neighbours.
- If there is a fire in a pot, put on a lid on it or cover it with a woollen blanket. Do not use water.

Is there a fire in the building?

- Do not try use an escape route that is filled with smoke. If there is smoke in the stairwell, you must remain in your flat and wait for help.
- If there is no smoke in the stairwell, you must make your way to safety this way. Most people who die in a fire are caught in smoke-filled common areas.

Fire traps

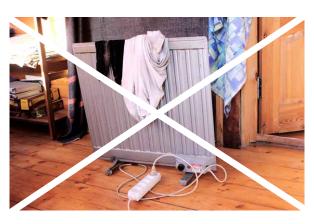
- **Smoking**. One of the most common causes of lethal fires is smoking in bed. If you smoke indoors, it is important that you use large and stable ashtrays.
- The cooker. Never leave the cooker unattended when you are making food.
- Candles. Never leave a room with lighted candles.
 Avoid using flammable candlestick holders and decorations that might burn.
- **Electrical equipment.** Check small electronic equipment such as coffeemakers and water boilers. Make sure they are disconnected when not in use.
- Extension cords. Many electrical devices connected through extension cords may overload the wall socket and this can easily cause a fire.



 Mobile phone chargers can start to burn and must never be connected when not in use. Never charge your mobile phone during the night.



- **Light bulbs**. Never use light bulbs that are stronger than recommended for the lamp. Burn marks on lampshades, curtains or furniture are signals that the bulb is too strong.
- **Drying clothes**. Do not hang clothes to dry on electric heaters.



• **Dirty kitchen fan filters**. You should clean the kitchen fan filter once a month. The fat that sticks collects in it when you cook may cause a fire hazard.





Air vents must be open. Fresh air is good for your flat.

Airing your flat

A good indoor climate is important for your flat – and for you.

Air: There are several air vents in your flat that giving you a flow of fresh air in and out of your flat. You must make sure that these are open because moist air may cause fungus and mildew damage. Most windows have an air vent, and there are also such vents in the bathroom and the kitchen. It is smart to open windows to air out on a regular basis to get the air circulating. Remember to switch on the kitchen fan when cooking food.

Note!

If you have a mechanical exhaust fan over your cooker, it should always be on. You must never install an exhaust fan on common air ducts because this leads cooking fumes into other flats.

Temperature: Large temperature fluctuations may damage your flat. For this reason you must make sure that it is not too cold in your flat. We recommend that you do not let the temperature drop below 15 degrees centigrade inside. This means that you must turn on the heating inside when it is cold outside, including when you are away or on holiday. You should also ensure that there is fresh air in winter when it is cold as it is actually easier to heat fresh air. When it is cold outside we recommend quick airing, allowing the air to blow through for a few minutes every day.







Radiators

These are automatically turned on in flats when it is cold outside. Contact Boligbygg if your radiator does not function or makes strange noises. Sometimes a radiator needs to be "bled" (release air) before it will function properly.



Cleaning

Floors and walls and other surfaces will have less wear and will last longer if you clean often. We recommend that you should vacuum and clean regularly. This is good for the indoor climate and for your flat.

Tips:

- You do not need to wash your floors so often if you vacuum regularly. Spots can be removed with a moist rag.
- In the bathroom it pays to use special detergents designed for tiles and bathrooms. They will remove the stains in the shower stall and around the washbasin.
- Never use too much water when cleaning. A moist rag is often enough.

Drains in bathrooms and kitchens can easily clog due to hair, soap, food crumbs or other foreign objects. If the drains clog, you risk flooding and water damage. Therefore it is important that you clean your drains regularly so they do not clog (see the picture). We recommend cleaning the drains four times a year. It is also important that you never throw other objects than toilet paper down the toilet, otherwise the drainpipes may clog.

This is how to clean the bathroom drain:

- Put on plastic or vinyl gloves before you start.
- Remove the metal lid over the drain.
- Put your hand into the drain and remove all the hair and soap remnants. This must be thrown in the waste.
- If your drains continue to be clogged after they
 have been cleaned, you may try liquid drain
 cleaner, which can be purchased in most grocery
 stores. Rinse thoroughly afterwards.



Use a pointed object to remove the metal cover before putting your hand into the drain to remove hair and other objects.

Water leaks

Leaks or water damage must be reported to Boligbygg immediately on telephone 23 46 05 00. If the Customer Care Centre is closed, call the housing environment security guards on telephone 23 46 05 55. Bear in mind that water faucets should never drip. If your faucet is not working properly, contact Boligbygg.

Water left on countertops, tables or floors may cause severe damage. Never leave spilt water on a surface, dry it up quickly. This also applies inside the bathroom and around the kitchen sink.

Waste: In recent years Boligbygg has worked hard to improve systems for waste collection with many new waste wells. Use these – waste left standing in common areas will smell and is annoying for neighbours and the housing environment. Food waste can also attract insects and pests. Therefore, it is important that you throw your waste in waste containers/bins. Also bear in mind that waste must be sorted in green and blue bags as requested by the Agency for Waste Management (Renovasjonsetaten). If you have furniture you would like to get rid of, you must never leave it in the common areas or outside the waste collection sheds. You are responsible for proper removal of such items.



Never forget to wipe off water from the kitchen counter when you have done the dishes. Spilled water may ruin floors and counters.



Avoid damage

Windows: If you see broken windows in your building or break a window in your own flat, you must inform the Customer Care Centre or the housing environment security guards as soon as possible. This also applies if you find other damage in your flat not due to normal wear and tear. Damage must be repaired quickly to prevent further damage.

Handles on doors and cupboards are normally attached with screws that may loosen. These should be tightened when you notice that they are loosening so they won't fall off. You can do this with a screwdriver.





Report and problems with pests

We do not want to have pests on our properties because it is uncomfortable for our tenants and it may damage the flats and buildings. Therefore you must inform the Customer Care Centre if you discover harmful pests (rats, mice, cockroaches, bedbugs etc.) in your flat or in common areas. Birds may not be fed around the buildings because this will attract pests.

Bedbugs spread very quickly (see fact box), so it is very important that you report immediately if you discover these pests. We will order a pest damage control service and have the pests removed by an exterminator. It is important that you allow access to the exterminators. If you impede their work, the problem may spread to other flats.

BEDBUGS 6 mm

- Bedbugs are small insects (approximately 6 mm) that hide in houses and flats.
- Bedbugs are a growing problem in all the large cities, and unfortunately are quite common.
- If you suspect that you have bedbugs, it is very
 important that you report this to the Customer
 Care Centre immediately. Bedbugs must be removed by professionals and will not react to normal
 washing or soap. Clean and vacuum while you
 wait for the bedbugs to be removed by exterminators.
- Signs that suggest you have bedbugs in your house are if you or someone in your family have bites that itch on your body, or if you find small spots (blood or faeces) in or along the edge or your bed, or if you see other clear signs of bedbugs.
- You can limit the risk of getting bedbugs by not buying or accepting used furniture, such as beds, mattresses or sofas. If you have been on a trip it is a good idea to vacuum your suitcase and wash your laundry at 60 or 100 degrees or dry the laundry for one to two hours in a tumble-dryer.
- Boligbygg covers the costs of exterminating bedbugs, but as you are a tenant, you must contribute to successful cleaning by keeping your flat tidy, throwing away waste properly and packing in all your clothes and other personal things.

A bedbug is quite small, approximately 0.5 cm in the adult phase.







Housing environment and common areas

For your and your neighbours' comfort we have established some household rules which all tenants living in one of our flats must comply with.

- Doors must be closed day and night to prevent access by intruders.
- Keep your storage room locked, and do not store waste in it.
- Mailboxes and doors must be in good condition and labelled with names.
- All days between 22 pm and 7 am it must be quiet in all flats. Music instruments, radio, television, stereos etc. must never be used in a way that bothers the neighbours.
- Music practice is not allowed on Sundays/holidays or after 7 pm on workdays.
- You are fully responsible for your visitors.
- You are also responsible for your visitors complying with the household rules.
- If you wish to lodge a complaint against a neighbour, this must be done in writing, preferably using the form on our website.

PS:

Would you like to do something extra for the housing environment? If you and your neighbours would like to do something to improve the housing environment, and also make it more pleasant around the building, you can apply to Boligbygg for funding of a "dugnad" — a voluntary group effort by tenants. We are happy to provide money for plants, soil and flowers.

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External maintenance: Our responsibility

Boligbygg is responsible for maintaining the common areas and façades, technical installations, such as lifts and ventilation, fire alarm systems and for following up violations of the lease or the household rules.

These are the things we are responsible for in buildings we own completely:

- We mow the grass before it gets too long.
- We shovel snow and sand our sidewalks and provide sandboxes our tenants can use when it is slippery. After severe snowfalls it may take some time before the snowplough arrives.
- We replace lightbulbs in common areas, such as stairwells, basements, attics and yards.
- We repair locks and the call systems in the stairwells.
- We repair broken windows in the common areas.
- We remove tagging from our properties.
- We maintain the washing machines where there is a common laundry room.
- We provide weekly cleaning of stairwells in wholly owned municipal buildings.

Are you living in a housing association or condominium (joint ownership)?

If you are living in a condominium or housing association, the condominium or housing association is normally responsible for the duties listed above. You will be informed about this when you are assigned a flat.

- You will always be given a copy of the household rules when you sign the lease.
- The common areas and operation and maintenance of them are the responsibility of the condominium or housing association.
- Boligbygg's 24/7 security service (housing environment service) also applies if you live in a condominium or housing association.

Questions and answers

Would you like to change something in your flat?

- If you want to change something in your bathroom, like replacing a bathtub, you must obtain permission from us. It is important that experts check that floors and walls are waterproof.
- You cannot have a washing machine in any other
 place than in your bathroom or kitchen, and you need
 to have special installations for this. If you do not have
 the right plumbing and electrical wiring, these must
 be installed by a certified plumber and electrician.
- If you would like to paint your flat, it must be done professionally. Contact the Customer Care Centre for more information.



Do you want more TV channels?

- Most of our housing units have cable TV. If you want the internet or more TV channels beyond the regular TV package you must pay for this yourself.
- If you want to have a dish antenna, you are only allowed to have it on a special rack on your own veranda or balcony, with the exception of fire-escape balconies. You may not attach a dish antenna to the building you live in because this may cause damage to the building and it may injure persons if it falls down. If you install a dish antenna on the building, you must pay for the cost of removing it and for any repairs to the building.
- If you live in a housing association or condominium you must ask the board whether you can have a dish antenna.



Have you lost your keys?

- If you lose the keys to the door to your building, contact the Customer Care Centre. We also want you to order keys through the Customer Care Centre if you live in a housing association or condominium.
- If you have locked yourself out or have lost the key to your flat you must order and pay for a locksmith to help you. Boligbygg has no extra keys for your flat.

Tips:

We recommend that all our tenants should have a spare key stored with a friend or neighbour in case they lose their key.

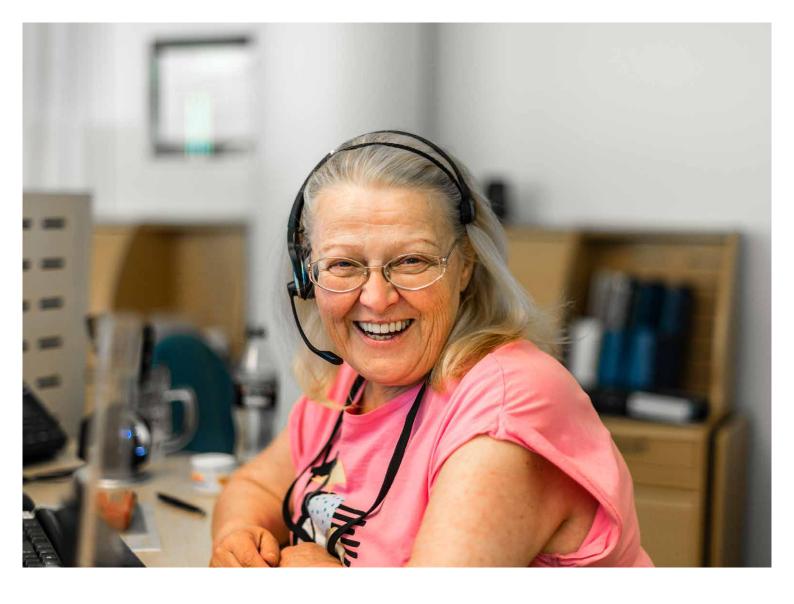


Do you want to have a pet?

If you want to have a dog or cat or another pet, you must first apply to Boligbygg for permission. You can use the contact form on our website or in the Customer Care Centre. If you live in a housing association or condominium you must check the household rules to determine what the rules are where you are living.

Who pays for the electric power?

- You must pay for the electric power you use in your flat. The subscription to the power company will be booked in your name when you sign the lease.
- Some tenants have heating and hot water included in their rent. Check your lease.
- You must read the electricity meter yourself when you are living in one of our flats.
- If you move in winter, you must leave the heating on during the period of notice. You will risk a claim for compensation if frost or water damage occurs if you have turned off the power.



Something is making a noise – what is?

- The earth fault alarm in the flat will sound a warning tone if there is an earth fault or short circuit in the electricity system.
- Check your electrical appliances and system (fuse box) for defects. Pull the plug on all appliances to see if the sound disappears. This will reveal if one of your appliances is at fault.
- Contact Boligbygg if the earth fault alarm goes off.
- If you hear an intense repeated piping sound it may be the fire alarm that has been triggered. Then you must leave the building immediately.

Contact Boligbygg if the earth fault alarm goes off.



Are you dissatisfied with something?

We would like you to inform us if you discover defects or deficiencies in your flat or the common areas, or have problems with the housing environment or neighbours. You can find the complaint form on our website and in the Customer Care Centre. You can also call us.

Tips:

We recommend that tenants cooperate on establishing a board for the building you live in to work together for a good housing environment.

Are you insured against damage and theft?

If there is an accident, it is annoying to have to pay a large bill. We recommend that all tenants should take out household contents insurance. You can contact insurance companies for offers.

- Private insurance policies cover loss from theft or fire in your flat.
- An insurance policy may also cover the costs of temporary housing if your flat is damaged by fire.
- If you are found liable for damage to the flat or property, you risk having to cover the full loss and Boligbygg's own risk.

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Moving, changing or subletting

Moving from a municipal flat

- If you want to move out of your municipal flat, the period of notice is 30 days. Notice must be submitted in writing to Boligbygg.
- If not otherwise agreed with Boligbygg, your flat must be clean, in good shape and in the same condition as when you moved in. The exception is wear and tear caused by normal use over time, and any defects Boligbygg has undertaken to rectify.
- You must clean the flat thoroughly and remove all your properties from the flat and storage rooms when you move.
- You are liable for any damage to your flat. You will receive a claim for repair work carried out and work to put your flat in order, if you did not leave it in a proper state.
- If you move out in winter you must leave the heating on during the period of notice so the water pipes do not freeze.
- All keys issued to you by Boligbygg must be returned.

Application to change flats

The city district administration makes decisions relating to housing. If you want to move to another flat you must contact the housing office in your city district. Bear in mind that there is a shortage of municipal housing and that strict requirements apply to changing a flat.

Application to trade flats with another person

- You may find a partner to trade flats with and implement a mutual trade. The city district administrations in question must approve the trade.
- A form for changing flats can be obtained from Boligbygg or the city district administration.
- Rent may change, based on the size of the new flat.
 You will take over your trading partner's lease, including the rental period and any liability for possible damage your trading partner has caused to the flat.
- You must notify the Population Register (Folkeregisteret) if your housing benefits are to follow you to your new flat.

Application for legal subletting

 Subletting means that you rent your flat to another person for a period of time. This must be approved by Boligbygg, and there must be good reasons for doing this.

- The maximum period for subletting is two years.
- You must state the reason why you want to sublet and inform about the proposed new tenant.
- Subletting of a flat in a housing association or condominium requires consent from the board of the condominium or housing association before Boligbygg can give permission.
- You are liable for all matters involving the flat you
 are subletting even if another person is living there.
 This means that you are liable for the rent being
 paid, and liable for compensation for damage to the
 flat. Violations of household rules may in the worst
 case lead to termination of your lease.

Illegal subletting

- Boligbygg can check who is living in the flat if there is reason to suspect illegal subletting.
- Subletting for financial gain is not permitted.
- Boligbygg will cancel the lease and notify the city district administration if illegal subletting is discovered.





Stian Lysberg Solum / NTB Scanpix

Rent

Paying the rent

- The rent is due on the first of each month and it is your responsibility to pay in time.
- You cannot be granted deferment of the rent.
- If you pay too late, fees and interest will be incurred.
- If you have not received a bank giro for payment by the 25th of the month before the rent is due, contact the Customer Care Centre.
- You can apply to your city district for housing benefits.
- We recommend all tenants to use the KID number when paying the rent.

Electronic payment of the rent

You can agree to pay using Avtalegiro (where you authorize the bank to automatically deduct the correct amount from your account) and/or eFaktura (electronic invoice). The eFaktura is an invoice that is already filled in at your online bank. You do not have to fill in long KID and account numbers. You can order this invoice from your online bank, and your bank can help you arrange the Avtalegiro.

Call our Customer Care Centre if you have other questions about electronic payment.

What happens if you do not pay?

- We will send a reminder with an extra fee 15 to 20 days after the rent was due. If you have not paid this after three weeks you will receive a warning

 a so-called payment request. If you still have not paid after three new weeks, an eviction order will be submitted to the execution and enforcement authority (namsmannem), and you may be evicted.
- If you pay what you owe, including interest and fees, you will not be evicted.
- You can also receive financial advice and guidance from your NAV (Norwegian Labour and Welfare Administration) office. Contact them as early as possible.

Determining the rent

The rent for housing owned by the city of Oslo local authority is set at the fair market price. This is based on market surveys and the standard of the housing in question. The rent is adjusted annually. You will be notified in advance about this.

Financial support for housing

The city of Oslo local authority and the Norwegian State Housing Bank (Husbanken) have programmes for supporting people or households with a low income and high housing expenses.

The Welfare Agency (Velferdsetaten) has an overview of all the financial assistance that is available. You can contact the Welfare agency on telephone o2180.

Municipal housing benefit (kommunal bostøtte)

- This programme only applies to tenants in municipal housing.
- An application form must be sent to the housing office in your city district.
- Your city district processes the application and answers questions. Contact telephone: 02180

State housing benefits

You can obtain information about the state housing benefits from your city district administration office, and by calling the information services of the Norwegian State Housing Bank (Husbanken) on telephone 815 33 370 or on the web: www.husbanken.no

Appraisal and rent

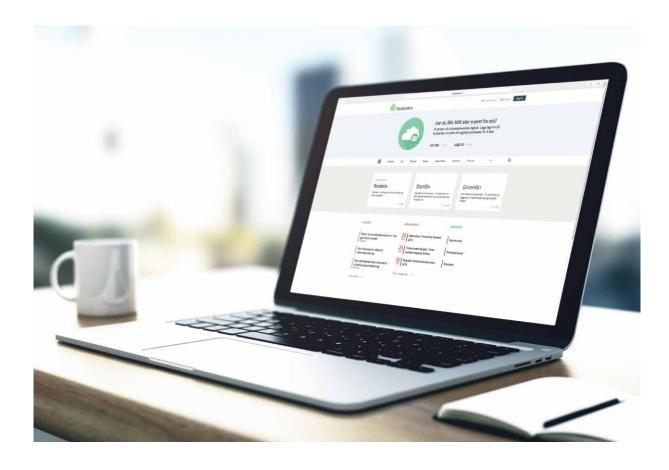
Your flat has been appraised by an independent valuation company. The appraisal is the foundation on which the rent you pay is calculated. If you disagree with the rent you are paying you can submit a complaint. Any questions about costs, processing time and the possible outcome of a complaint must be submitted to:

Husleietvistutvalget i Oslo (The Rent Tribunal in Oslo)

Postboks 5118 Majorstuen 0302 Oslo Tel.: 22 59 31 50 e-mail: oslo@htu.no www.htu.no

Oslo tingrett (Oslo District Court)

Postboks 8023 Dep 0030 Oslo Tel.: 22 03 52 00



Contact information

City of Oslo switchboard: Tel.: 02180.

You can obtain advice and information from:

Leieboerforeningen (The Tenants' Association)

The Tenants' Association gives advice and help to tenants.

C. J. Hambros plass 5 0164 Oslo Tel.: 24 14 91 00 E-mail: lbf@lbf.no www.lbf.no

Forbrukerrådet (The Norwegian Consumer Council)

The Consumer Council gives advice and guidance to consumers.

Postboks 463 Sentrum 0105 Oslo Office address: Skippergata 8–10 Switchboard: 23 400 500 www.forbrukerradet.no

Juss-Buss [Legal Advice)

Juss-Buss is a legal advice service operated by law students at the University of Oslo.

Arbins gate 7 0253 Oslo Tel: 22 84 29 00 www.jussbuss.no

Oslo kommunes Fri Rettshjelp (City of Oslo Free Legal Advice)

Fri rettshjelp is a programme for Oslo inhabitants needing free legal advice.

Storgata 19
Postboks 8809, Youngstorget,
0184 Oslo
Tel.: 23 48 79 00
E-mail: frirettshjelp@vel.oslo.kommune.no
www.oslo.kommune.no/bolig-og-sosiale-tjenester/
fri-rettshjelp

Gatejuristen (The Street Lawyer)

The Church City Mission's Gatejuristen gives free legal advice to people with substance abuse problems.

Rådhusgata 9, 0151 Oslo Telephone 23 10 38 90 E-mail: post@gatejuristen.no www.bymisjon.no

Lovverket (The Norwegian Body of Laws)

www.lovdata.no





Contact information

Telephone: 23 46 05 00 Address: Wergelandsveien 3 E-mail: postmottak@boligbygg.no

www.boligbygg.no

Opening hours

Workdays: 9 am - 3 pm

Contact the housing environment security guards after office hours: 23 46 05 55.

