

Practical guide for moving in and moving out

The essential information for a safe and smooth move at K2 Kista Torn.

Read the guide before your move and share it with your moving company if you are using one. As the resident, you are responsible for ensuring that the association's rules are followed during the move.

Book the lift before moving day

One lift is reserved for three hours. During the reservation, only tags belonging to your apartment operate the reserved lift.

[Book the lift](#)

If the button does not open: styrelsen@brfk2kistatorn.se

Important rules

- Moving activities must take place between 8:00 a.m. and 8:00 p.m.
- Only one lift may be used when moving in or out.
- Entrances, doors, emergency exits and escape routes must not be blocked.
- Residents and moving companies must not change the automatic door settings.
- Bulky waste, cardboard boxes and other moving waste must not be left in the recycling room.
- Shared areas must be cleaned after the move has been completed.
- Any damage to the lift, doors, walls, floors or other parts of the property must be reported to the Board immediately.

[Läs guiden på svenska →](#)

| [Read more about apartments and moving](#)

Prepare well in advance

Complete the steps in order to reduce delays, damage and disruption in the building.

1

Inform the Board

Inform the Board of your planned moving date.

2

Book the correct date and protection

Book the lift for the actual moving date and check whether protective materials need to be booked.

3

Inform the moving company

Inform your moving company about the association's rules and which lift must be used.

4

Plan within permitted hours

Plan your move between 8:00 a.m. and 8:00 p.m.

5

Use designated parking

Park only in designated parking areas.

6

Keep access routes clear

Never block emergency access routes, the garage entrance or building entrances.

7

Check the name details

Verify the spelling of names for the apartment door, post box, newspaper compartment and intercom before the name change is ordered.

If any name information is incorrect

If any name information is incorrect, contact the Board before the order is placed.

Contact the Board

If the button does not open: styrelsen@brfk2kistatorn.se

Protect the building and your neighbours

Follow the rules throughout the move and leave every affected shared area in good condition.

Permitted moving hours

08:00–20:00

Do

- Only one lift may be used.
- Use protective blankets and other protective materials.
- Protect door frames, walls, the lift, floors and corners from damage.
- Show consideration for your neighbours and avoid unnecessary noise.
- Clean the lift, entrance and any shared areas used during the move.
- Remove all cardboard boxes, packaging and moving waste.
- Report any damage to the Board immediately.

Do not

- Do not exceed the lift's maximum permitted weight.
- Do not drag heavy objects directly across the floor.
- Entrance doors, lift doors and fire doors must not be blocked longer than necessary.
- Emergency exits must never be blocked.
- Residents and moving companies must not change the automatic door settings.
- Moving items must not be left in stairwells, entrances or corridors.
- Bulky waste must not be left in the recycling room.

Your responsibility

The resident is responsible for any damage caused during the move.

Leave the correct items and information

Complete the full checklist before handing the apartment over to the next resident.

Checklist

-  Leave the apartment information folder, operating and maintenance instructions and relevant documentation for the next resident.
-  Leave behind any equipment that belongs to the housing association.
-  Ensure that keys and access tags are transferred in accordance with the agreement made during the sale of the apartment.
-  Notify the Board if the names on the apartment door, post box, newspaper compartment or intercom need to be updated.
-  Cancel your parking space through the current manager's resident portal or the current contact route specified by the Board.
-  Empty and clean your storage unit and any other areas assigned to your apartment.

Thank you for your help

Thank you for your cooperation and for helping us protect the property during your move.

The Board
Brf K2 Kista Torn