#### 1. Registration

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The first step is to register in our housing queue and pay the queue fee. Your queue time starts from the day we receive your payment. As soon as the queue fee is paid, you can start applying for vacant accommodations.



#### Submit a notice of interest when you find what you are looking for. You can only submit a notice of interest if you meet the landlord's requirements for that specific accommodation.

### 3. Viewing

If you are among the applicants with the longest queue time you will be invited to a viewing, in case such is offered. Apart from regular viewings, there are digital viewings and floor plan viewings. The type of viewing is stated in the housing advertisement.

Take the steps towards your new home. This is how it works.



#### 4. Reply

Accept or reject the accommodation. To be able to accept you must have uploaded the required documents specified in the housing advertisement to My Pages.

### 5. Verification

We ensure that you meet the landlord's requirements by verifying your information, uploaded documents and certificates.

### 6. Contract

When the verification process is done, we will send your application to the landlord and suggest you as the new tenant. The landlord will then check your references and make the final decision before contacting you to sign the rental contract.

## 7. Mediation fee and moving in

All that is left after signing the rental contract is to pay the mediation fee. Once completed, you can relax and look forward to moving into your new home.



# REGISTER TODAY

Uppsala Bostadsförmedling