

# Instructions in English

The registration form at Rikshem.se needs to be completed in Swedish. As you are not able to use Google Translate when filling in the form, we have created instructions to guide you through the process.

1. Tick the box "Nej" if you do not have a Swedish social security number.
2. Fill in your date of birth (YYYY-MM-DD-XXXX)
3. Choose a password (6-20 characters numbers and letters)
4. Confirm your chosen password
5. Fill in your e-mail address
6. Repeat your e-mail address
7. Click "Nästa" (Next) to continue.

The screenshot shows the 'Grunduppgifter' section of the registration form. It includes a question 'Har du svenskt personnummer?' with radio buttons for 'Ja' (selected) and 'Nej'. Below are fields for 'Person-/organisationsnummer' (with a hint 'AAAAAMMDD-nnnn'), 'Ange lösenord', 'Bekräfta lösenord', 'E-postadress', and 'Upprepa e-postadress'.

## Basic information

Under the section "Grunduppgifter" (basic information) you need to fill in your contact information.

Jag söker (I'm looking for...), tick the box:

- Bostad (apartment)
- Parkering (parking space)
- Studentlägenhet (student apartment)
- Förråd (storage space)

Open fields:

- Förnamn (first name)
- Efternamn (surname)
- Gatadress (street address)
- Postnummer (zip code)
- Ort (city or town)
- Telefon dagtid (phone number daytime)
- Telefon kvällstid (phone number evening)
- Mbil (cellphone)
- E-postadress (e-mail address)
- Upprepa e-postadress (repeat e-mail address)

The screenshot shows the 'Grunduppgifter' section of the registration form. It includes a checkbox 'Jag vill samla poäng för att söka' and four checkboxes for 'Bostad', 'Parkering', 'Studentlägenhet', and 'Förråd'. Below are fields for 'Förnamn', 'Efternamn', 'Gatuadress', 'Postnummer', and 'Ort'. A note states: 'Telefonnummer anges i formatet 0000000000, dvs i en följd utan mellanlag. Utländskt telefonnummer skrivs med 00 följt av landskod tex 0045000000000'. Below are fields for 'Telefon dagtid', 'Telefon kvällstid', 'Mobil', 'E-postadress', and 'Upprepa e-postadress'.

## Income and employment

1. Yearly income in SEK (after tax)
3. Employer/source of income

## Current accommodation

1. Choose from the dropdown menu:
  - a. Hyresrätt - Tenancy
  - b. Bostadsrätt - Own your flat in Sweden
  - c. Villa/radhus - Private house
  - d. Hyr lägenhet i andrahand - Subrenting
  - e. Annat boende - other accommodation
2. Click "Nästa" (Next) to continue.

**Inkomst/Arbete**

\* Hushålllets årsinkomst efter skatt:  kronor SEK skriv i formatet 123456

\* Arbetsgivare/Inkomstkälla:

**Nuvarande boende**

\* Nuvarande boendeform:

## Intresseanmälan Parkering

**Intresseanmälan Parkering**

Lyssna

Fält markerade med \* är obligatoriska att fylla i  
Fält markerade med ✓ är korrekta

**Önskemål**

Ort:

Område:

✓ Valda områden

Ort	Område
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Typ av parkering

Carport  MC-garage/parking  Parkering utan el  
 Garage  Parkering med el

Prenumerera på parkeringar som passar dina önskemål:

Ja  Nej

## Parking space

If you have ticked the box "Bilplats" you can now choose the city and area you are interested in.

You can also choose between (tick boxes): carport, MC-garage/parking space, parking space without electricity (utan el), garage or parking space with electricity (med el).

If you tick the box "Ja" you will be informed by e-mail about parking spaces that you are interested in.

## Intresseanmälan Student

**Intresseanmälan Student**

Lyssna

Fält markerade med \* är obligatoriska att fylla i  
Fält markerade med ✓ är korrekta

**Önskemål**

Ort:

Område:

Valda områden

Ort	Område
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Prenumerera på studentlägenheter som passar dina önskemål:

Ja  Nej

## Student apartment

If you have ticked the box "Studentlägenhet" you can now choose the city and area you are interested in.

If you tick the box "Ja" you will be informed by e-mail about available student apartments.

## Apartment

If you have ticked the box "Bostad" you need fill in the below applicant data (not for students).

1. How many grown-ups live in your household?
2. How many children?

Under the section Önskemål (request) you can choose from the dropdown menu:

1. City (ort)
2. Area (område), click Lägg till (add) or Lägg till alla (add all)
3. Maximum rent
4. Elevator required Yes (ja) or No (nej)
5. How many rooms required (including living room)
6. Floor

The screenshot shows a web form titled "Sökandeuppgifter" (Applicant information) and "Önskemål" (Request). The "Sökandeuppgifter" section includes two mandatory fields: "Antal vuxna i hushållet" (Number of adults in household) and "Antal barn i hushållet" (Number of children in household), both with input boxes and "Obligatoriskt" (Mandatory) labels. The "Önskemål" section includes a dropdown for "Ort" (City), a dropdown for "Område" (Area) with "Lägg till" (Add) and "Lägg till alla" (Add all) buttons, a section for "Valda områden" (Selected areas) with "Ort" and "Område" columns, a "Max hyra" (Max rent) input box, a "Krav på hiss?" (Elevator required?) section with radio buttons for "Ja" (Yes) and "Nej" (No), and "Antal rum" (Number of rooms) and "Våning" (Floor) sections, each with "Min:" and "Max:" dropdown menus. Below the form is a section "Prenumerera på lägenheter som passar dina önskemål" (Subscribe to apartments that match your request) with radio buttons for "Ja" (Yes) and "Nej" (No). A small note at the bottom states: "Om det finns några lägenheter som passar dina önskemål, får du ett e-postmeddelande med information om dessa lägenheter. Fyll därför i dina önskemål så noggrant som möjligt." (If there are any apartments that match your request, you will receive an e-mail with information about these apartments. Therefore, fill in your request as accurately as possible.)

If you tick the box "Ja" you will be informed by e-mail about available apartments. Click "Nästa" (Next) to continue.

## Registration form summary

Check that everything is correct. If you need to change anything click on "Föregående" (previous) and make changes.

Click "Spara" to save.