Tenant’s Guide for Rental Housing
• Observe the night time silence between 22:00 and 07:00.
• Make sure that no noise is carried from your apartment into other tenants' apartments.
• The night time silence also concerns the common outside areas of your building.

Do not use charcoal grill on your balcony.

Do not air/dust carpets on the balcony. There is a separate airing rack for this purpose outside in the yard.

It is prohibited to throw litter or rubbish from the windows into the yard.

• Keep your apartment door closed and locked.
• Do not air/vent cooking fumes in the staircase.
• Do not store anything (sports equipment or other items) in the staircase. You can store these items in the separate storage space designated for your apartment. Make sure that you know where your own storage space is.
• Baby carriages, prams and push-chairs must be stored either inside the apartment or in the separate storage room designated for them.

The adults should show their children the appropriate places for playing. It is prohibited, for instance, to kick a ball against the walls of the building or to play catch-up around the cars.

• Do not place stones or any other objects in your apartment doorway in order to keep it from closing.
• Cars must be parked in the designated parking spaces.
When you prepare food, switch on the extractor hood (kitchen hood) above your stove.

Clean the accumulated grease from your extractor hood regularly in order to prevent the grease from catching fire.

Never extinguish grease fires or electrical fires with water! Use a fire blanket for extinguishing these fires.

Do not use the electric oven for heating the apartment.

Remember to switch off the cooking plates after using them.

Do not store items on top of the stove. Fire hazard!

Keep your apartment clean.

Do not use too much water when cleaning the floors.

Remember to recycle the waste!

Use the washing machine and the dishwasher only when you are present in the apartment.
Change the batteries in your fire alarm at least once a year.

- Do not cover the radiators with e.g. curtains. Do not place a sofa or any other pieces of furniture in front of the radiator because they will prevent the warm air from entering in the room. It is prohibited to dry anything on top of the radiators.
- The general recommendation for a suitable room temperature is 20-22° C.

Any extra heating appliances bought and used by the tenants will cause big electric bills.

- Do not renovate your apartment or make any modifications without authorization.
- Do not do any plumbing or electrical repairs by yourself, only authorized professionals are allowed to do them. You will be held personally responsible for any damage caused by your actions. The telephone number for the building maintenance services can be found on the housing company notice board.
- Satellite antennas must not be installed without authorization.

Do not leave candles or incense burning in your room without supervision.

- The tenants are responsible for their visitors/guests behaviour.
- Smoking is forbidden inside.

You must not use glue or other means of attaching paintings or posters on the walls that might damage the walls.
• Inform the building maintenance services immediately if you notice a water leakage in your apartment. Leaking piping or household appliances can cause water damages. It is important to check every now and then that there is no water leaking on the floor from the household appliances. A separate plastic safety trough must be installed under the fridge, the freezer and the dishwasher.
• You are not allowed to install the washing machines by yourself but you have to call an authorized professional to do it.
• Always keep the water inlet taps closed when you are not using the washing machine.

• Do not throw any waste or leftover food in the toilet.
• Do not pour cooking oil or fat in the drains.

• Always reserve your laundry session in the common laundry room in advance and follow your pre-booked hours and the laundry room rules.
• It is forbidden to use the laundry room without a reservation made in advance.
• You must remove your laundry from the laundry room premises before your session finishes.
• Carpets must not be washed in the washing machines.

Use the sauna only during your own pre-booked session.

• Do not heat your apartment by warming the sauna.
• Do not store any materials or items in the sauna and do not use the sauna for drying your laundry. Fire hazard.
Waste recycling instructions

**Paper**
Newspapers, magazines, leaflets, advertisements, envelopes and copying and office paper...

**Carton and cardboard**
Milk cartons and juice cartons (no need to remove the plastic cap), carton and cardboard packages, sugar and flour bags, egg containers, washing powder packages, brown corrugated household cardboard and paper bags...

**Biowaste**
Food leftovers, fruit and root vegetable peelings, egg shells, bones, congealed cooking fat and ham fat, coffee grounds and tea leaves with their filter bags, kitchen paper, paper napkins, garden waste, potting soil, withered flowers, waste from pet cages or crates, small amounts of cat litter...

**Glass**
Clean coloured or clear glass, glass bottles and jars...

**Metal**
Metal cans, lids and caps, metal household utensils, clean tin foil and aluminium containers, kettles, frying pans (also Teflon pans), metal tools and machine parts, exhaustion pipes, metal furniture or furniture parts etc. metal objects...

**Combustible waste**
If your waste does not fit into any of the categories for reusable waste: Light bulbs, coffee bags, cat and dog food packages, crisp packages, bubble gum, halogen lights, old and torn textiles, dust bag, make-up, lotions, plastic, styrofoam and sticking plasters...

Tenant’s responsibilities

- Pay your rent in time.
- Inform the landlord of any deficiencies and shortcomings.
- Follow the house regulations.
- Do not make any renovations without authorization.

Instructions for moving out

1. Remember to give notice i.e. terminate your lease in good time. Check the term of notice in your lease. The term of notice is usually one entire calendar month before the termination of the lease.
2. You must always make a notification of move to the post office and your local register office (maistraatti).
3. Deliver a copy of your new lease and a receipt of your new rent to Kela and your social worker.
4. Fill in the verification form AT1 for general housing allowance in Kela.
5. Terminate your domestic insurance or transfer it in your new address.
6. Terminate your old electricity contract or transfer it in your new address.
7. Deliver your new address in your bank and in the employment office (TE office).
8. Remember to hand over all the keys you have received when moving in, also the keys for the common areas. If any keys are missing, you will be charged for the lock re-serializations.

Cleaning instructions when moving out

1. Clean all the rooms well, also the cupboards, shelves and doors.
2. Clean the toilet and the bathroom thoroughly. Clean the mirror cabinet, toilet bowl, walls and shelves, scrub the bathroom floor. Also clean the ventilation valves and the floor drain.
3. Clean the oven and the stove, remember to clean the oven plates as well. Move the oven away from the wall and clean its outer surfaces and the floor and the walls behind the oven. You can find specific products for oven cleaning in the supermarkets. Clean the filter of the kitchen hood.
4. Defrost the fridge and the freezer (do not let the melting water flow on the floor). Clean the interior of the fridge well. N.B! Leave the fridge doors open!
5. Clean the balcony and the storage room, which have been in your private use.
6. Clean the windows and the spaces in between the windows (in the winter only the inside panes of the windows).
7. If you live in a terraced house (rivitalo), you must also clean the yard, which has been in your private use.
8. Do not leave any objects or items in the apartment, storage room, waste disposal bins or the stairways!
9. Leave the antenna cables and the communication cables belonging to the apartment in their place.
10. The owner or the manager of the building will inspect the apartment after your move. The cleaning bill for an apartment which has not been cleaned or which has been poorly cleaned shall be charged from the tenant.
Important telephone numbers

📞 Building manager

Administrative affairs of the building.

📞 Maintenance services

All the deficiencies and repairs concerning the apartment or the building.

📞 Emergency number in Finland 112.

Through the emergency number you can reach the police, the fire brigade and the ambulance. During the phone call you must tell your own address.