

INSTRUCTIONS

In order to open the instructions you need Adobe Reader program. If you don't have it installed you can download it from [here](#)

TENANT GUIDE

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ENDING A TENANCY

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FORMS

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RESIDENTIAL APPLICATION

RESIDENTIAL APPLICATION STUDENTS

APARTMENT INSPECTION FORM (WHEN MOVING IN)

APARTMENT INSPECTION FORM (WHEN MOVING OUT)

NOTICE FORM

TENANT BILLING PRICE LIST

ENDING A TENANCY

An indefinite tenancy agreement to be terminated ends after the notice period. The notice period is 1 month. The notice period begins at the end of the month when the notice is left. If the tenancy agreement being ended today it is valid until the end of the next month. The rent is to be paid for that month too. The notice is always done in written form. You can pick up the notice from the office or print it.

Apartment inspection while moving out

Your apartment will be inspected when you've returned your keys. We try to make the inspection within a week after you've returned the keys. The inspection will be done on Monday - Friday between 8 A.M. and 4 P.M. If you want to join the inspection, please let us know when you're leaving the notice and at the latest when returning the keys.

If there has been done any modifications in the apartment or something's been broken, fix them to original condition or attend a meeting with the manager.

You're also required to deliver us the inspection form you get.

You can get the inspection form from our office or you can print it.

When you're handing over the apartment

- with keys (also remember parking place and garage keys)
- with rent paid
- well cleaned
- in an appropriate condition
- storage, balcony and terrace cleaned and emptied

you'll get the security deposit back within a week after moving out if there's nothing in the apartment to be billed from the **tenant billing price list**.

Also check out the more accurate hand over instructions.

RESIDENCE HAND OVER INSTRUCTIONS

The apartment needs to be handed over as good condition as it was when moving in. Wearing that is caused by normal living is acceptable.

Having pets is usually acceptable, but wearing and damages caused by them are not included as normal living.

The apartment needs to be cleaned by following good and proper cleaning methods with appropriate cleansers.

Balcony and storage rooms need also to be emptied and cleaned.

Goods (such as furniture, tires, electronics) left behind while moving out are not allowed to be left at property's waste disposal.

Remember to take your belongings (cars, bicycles, sports equipment, ashtrays and so on) from the yard with you.

Cleaning instructions

The apartment needs to be cleaned to such a good condition so it's sufficient enough for the next tenant. If the cleaning is done partly or poorly the tenant will be charged for an extra cleaning.

Walls and doors

Painted walls and doors must be washed with a mild detergent solution. Stickers and glues must be removed carefully without damaging painted surfaces.

Floor

Floor area must be washed with appropriate methods and detergent depending on the type of the floor material. Floors must be cleaned as wet wash. While washing the floor, avoid using too much water to prevent wall surfaces and floor structures from being damaged under the plastic flooring and seams.

Closets

All surfaces must be wiped out of dust and stains with a mild detergent solution.

Kitchen

Kitchen's cabinet surfaces, table tops and drawers must be washed.

Stove's and cooker hood's surfaces must be washed including baking trays and cooker hood's grease trap. The stove must be pulled out in order to clean the stove's sides and back area.

Refrigeration equipment must be washed and defrosted. Clean the back area carefully.

DEFROSTED WATER MUST BE PREVENTED FROM LEAKING ON THE FLOOR!

Sink trap must be washed and washing machine's inlet and outlet pipes plugged.

Also take care of that cooker hood's light and other fixed lights are functional.

Bathroom and sauna

Room areas must be washed by using a mild detergent solution with extra attention to tile seams.

Floor drains, toilet seat and sink must be washed and disinfected carefully.

Ventilation outlet valve must be cleaned from dust. Do not change the valve settings, valve usually loosens, by turning it clockwise.

Air conditioner and heaters

Heater's back areas and ventilation (inlet and outlet) shall be cleaned from dust and grease in every room. Ventilation inlet valve settings must be restored to default.

Attention! The tenant who is leaving last must take care of cleaning of common areas.

Equipment to be left in the apartment

- rules of order
- operation manuals of electronic devices
- loose window opener
- sink plugs
- washing machine outlet connectors
- front door peephole and venetian blinds no matter who has bought and installed them
- tenant's guide

After performing the actions mentioned above, you're allowed to fill in an apartment inspection form and return it to the office of Ylivieskan Vuokra-asunnot Oy.

The landlord, without further hearing of the tenant, can use the security deposit to set off of claims. No interest is paid for the security deposit. The security deposit is returned in a week after the expire of the tenancy if the tenant has returned the keys, the apartment is in a good condition and the tenant has no unpaid rent or unfinished obligations related to the tenancy.