



Kiinteistö Oy / Fastighets Ab  
**Pikipruukki**

# Residents' Guide





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Kiinteistö Oy / Fastighets Ab

**Pikipruukki**

Koulukatu 19, 65100 Vaasa  
Info(06) 325 4424

[www.pikipruukki.com](http://www.pikipruukki.com)

# WELCOME TO YOUR NEW HOME!

This Residents' Guide is for the customers of Pikipruukki. The Guide contains guidelines and advice for the most frequent questions about living in a rented property. Please read the Guide and, if necessary, ask for more information from the customer service personnel at our office or the property maintenance company.

## MOVING IN

### REGISTER OF OCCUPANTS

When you move to your new home, we enter all the people who have been named in your apartment application into the register of occupants. Please always notify our office if someone moves out of your apartment or if a new occupant moves in. **If you need the property maintenance company to open the door for you, the door will only be opened for a person who is registered in the register of occupants.**

### NOTIFICATION OF MOVE

You must submit a notification of move to the **Population Register Centre** within a week of moving. In addition to notifying **Posti** about your change of address, you can also order mail routing services. When you submit this notification in advance, you can make sure that your mail is sent to the right address. You will also need to communicate your change of address e.g. to the electricity company, the bank, the insurance company, the newspapers and magazines you have subscribed to, the address registries of the organizations where you are a member, as well as your friends and relatives.

### SECURITY DEPOSIT

When you move into a rented home, you must pay a security deposit. The purpose of the deposit is to ensure that the obligations of the rental agreement are fulfilled. The deposit is returned when you move out, if the rents have been paid and the apartment is in condition according to the agreement. No interest is paid on the deposit.

### INSPECTING THE APARTMENT'S CONDITION

When you move into an apartment, you need to inspect the condition of your new home and write down all the defects you notice carefully into the apartment inspection form. You will receive the apartment inspection form when you sign the rental agreement.

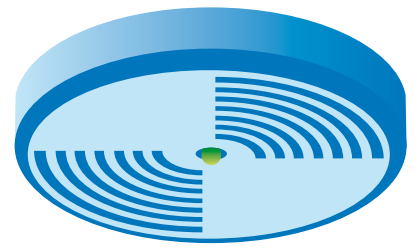
It is very important to write down all the defects you notice in the form, because when you sign the rental agreement you also take upon yourself the responsibility for all the defects you have not entered into the form. The form must be returned to our office within two weeks of

the start of the rental agreement. A carefully completed apartment inspection form will make the process of returning the security deposit easier and quicker when you move out of the apartment.

### MOVER'S CHECKLIST

- notification of move
- electricity contract
- home insurance
- fire alarm
- apartment inspection form
- check if you are eligible for housing support





# RESIDENTS' OBLIGATIONS



## DUTY TO NOTIFY

Always notify Pikipruukki's office immediately if there is any damage to your apartment or the property or if you notice any defects. Examples of these include a broken window or door, dangerously broken playground equipment, or defects in the lifts or electronic devices. Please pay attention also to the condition of the ventilation, heating, toilet flushing, water taps and pipes.

If you neglect to notify the owner of defects and/or damages, you may be liable for damages. You also have the duty to report to our office personnel if you notice disturbances or vandalism, so that we can act on the situation as soon as possible. Notify the owner also if the police has come to the property because of a disturbance, as the police themselves will only notify the lessor of their visit in case the property has been damaged.

## TAKING CARE OF THE APARTMENT

According to the rental agreement, you have the obligation to take good care of your apartment.

## PAYING THE RENT

The rent and other payments to be made in conjunction with it (such as parking space and water) are due on the second (2.) day of each month. You have to make the payment promptly, because a legal penalty interest is collected on overdue rent payments. In such a case, the interest is charged starting on the due date. You will also be charged for debt collection costs. Any penalty interest charges are invoiced separately four times per year. The penalty interest invoices must also be paid by their due date. Always remember to use your personal reference number when you make your payments. If you make a mistake in the payment (for example if you use the wrong reference number), please contact the people at our office who are responsible for rent collection. Please remember that if you enter a message on your bank transfer, our office will not get that message.

**NB!** Please remember to use your personal reference number when paying your rent!

If you have financial difficulties and are unable to pay your rent when it is due, please do the following:

- immediately contact the people at our office who take care of rent matters
- check whether you are eligible for housing benefits
- find out your chances of getting help with rent payments.

If you accrue a rent debt and an approved payments agreement has not been made or the payments agreement is not adhered to, we will start debt recovery proceedings. This will always cause extra costs for you. All district court judgements regarding rent debts will cause a default of payment entry in your credit reference, and, at worst, you will be evicted from your home. If you have default of payment entries in your credit reference, you will have difficulties in making new contracts, for example getting a new telephone subscription.

## SUBLETTING THE APARTMENT

You do not have the right to sublet your home. Unauthorized subletting causes the rental agreement to be terminated immediately.

## HOUSE REGULATIONS

You must adhere to the house regulations (see pages 14-15) and the guidelines that have been given.

## FIRE ALARM

The person in possession of the apartment, i.e. the tenant is required by law to get a functioning fire alarm for the apartment.

For each starting 60 m<sup>2</sup> of the apartment, there must be at least one fire alarm. Each floor of the home must have at least one fire alarm. This means that if the apartment size is 80 m<sup>2</sup>, there must be at least two fire alarms in the apartment.

For more instructions on installing fire alarms, please see the web pages of Ostrobothnia rescue Department (Pohjanmaan pelastuslaitos).

## GOOD NEIGHBOR RELATIONS

Living in an apartment building and row houses requires flexibility from the residents. Residents should tolerate normal sounds of life. If a resident causes a frequent disturbance, you must inform about it to Pikipruukki's office.



# RESIDENT DEMOCRACY    PARKING

Every resident plays a part in making the house a good and comfortable place to live.

Resident democracy is based on the Act on Joint Management of Rental Buildings (649/1990). The law and other related materials are available to all the residents' committees. The residents exercise their influence in the **residents' meeting**, which is held at least once every year.

The meeting decides how the **residents' committee** will operate and selects the committee members or an elected representative to take care of practical administrative matters and tasks. There is a residents' committee in almost all of our rental properties. The residents' committees select one full member and one deputy member for the board of Kiinteistö Oy Pikipruukki.

The residents' committee is elected for a term of 1-2 years at a time. The residents' committee decides, among other things, on:

- the use of the joint recreation and club rooms
- organizing communal work efforts
- organizing clubs and other recreational activities
- other matters designated to be decided by the residents' committee.

The residents' committee also makes proposals on and negotiates:

- the budget proposal
- rent determination
- needs and plans for repairs
- acquiring and improving garden plants and equipment
- issues to do with maintenance and cleaning.

The residents' committees receive the information they need about the property, such as the budget proposal, calculations for rent determination, repair plans and information on maintenance and cleaning contracts.

Be an active resident and influence the environment you live in by participating in the meetings and communal activities!

Our residents can rent parking spaces (with and without roof) and garages that are available at the property they live in.

Primarily, we lease one parking space per apartment, but if there are free spaces, we can lease them according to needs and consideration. In order to ensure that every apartment can have at least one parking space, those who have rented extra parking spaces are obliged to give up their extra space if the space is needed for another resident.

The parking spaces are meant for vehicles that are used in traffic. Vehicles must not be parked without permission on the property grounds, in front of garages, behind other cars, on roads and driveways or in someone else's parking space. Do not park your vehicle in such a way that it is difficult or impossible for emergency vehicles to drive to the house, snow to be ploughed, sand to be spread on icy roads, or waste to be collected.

Please also instruct your visitors. They can park in the visitors' parking spaces or in the street. Driving vehicles on the roads and paths of the property grounds is prohibited except for emergency vehicles or for necessary maintenance purposes. The lessor may pay a private operator to monitor the building's grounds for parking violations. These operators have the right to issue **parking tickets and collect the fines** from those who have parked their vehicles illegally.



# USE OF COMMON AREAS

Is our building a comfortable and pleasant place to live? It depends a lot on how we care for the common areas and grounds and keep them neat. The first impressions of the area, the house and its residents are often formed by observing these things.

## STAIRCASE AND LIFT

Staircases and lifts are the most used common areas in an apartment building. They are not places for holding meetings or playing. For fire safety reasons, goods must be stored only in places designated for storage. Prams and strollers, bikes or any hobby equipment must not be kept in the staircase and hallway areas.

The outer doors of the staircase usually have electric locks that are timed so that they are locked during the night. When the doors are locked, the people who pass through them must take care that the doors close and lock properly.

The law on smoking prohibits smoking in all common areas of the property, including the lifts and the staircase.

## STORAGE ROOMS

For large equipment to be used outdoors, such as bikes, skis, and often also prams and strollers, there are specific storage rooms in the apartment buildings. This storage room is not for children to play in. The doors to the storage room must be kept locked. For each apartment, there is a separate storage closet. Its door has an iron hasp and staple, but the residents need to get their own padlocks to lock the door. These storage closets are only for personal use, and they are numbered with apartment numbers. Please use only the closet with your own apartment number in order to avoid any confusion. To store any goods in the hallways is against the Rescue Act. Gasoline/petrol canisters must not be stored indoors, nor any other inflammable liquids or gases.

## LAUNDRY ROOM

The laundry room is meant for house residents' use only. The times when the laundry room can be used and instructions for use are on the wall of the laundry room. Please remember to tidy up after using the laundry room. Rugs may only be washed in the washing machine designated for rug washing.

## DRYING ROOM

The dryer fan can be used between 7 AM and 10 PM. It must not be used during the night. The drying room is meant for laundry washed in the laundry room, and we also recommend using the drying room to dry the laundry you have washed at home. There is a reservation list for using the drying room. When your laundry is dry and your turn has ended, please take the laundry home so that the room is free for the next user.

The tumble dryer may also be used to dry the laundry that you have washed at home, on the same terms as the drying room. In your apartment, laundry may only be line-dried in the bathroom and on the balcony.

## CLUB ROOM

The residents' committee is in charge of the use, order and cleaning of club rooms, unless other agreements have been made.

## GROUNDS, GARDEN, PLAY AREAS

The play area and play equipment have been designed for children's use. Pets must not be walked in these areas. Communal gardening efforts and the residents' active participation in caring for their environment promote everyone's living comfort, make it easier to get to know the neighbors and create a spirit of community among the house residents.

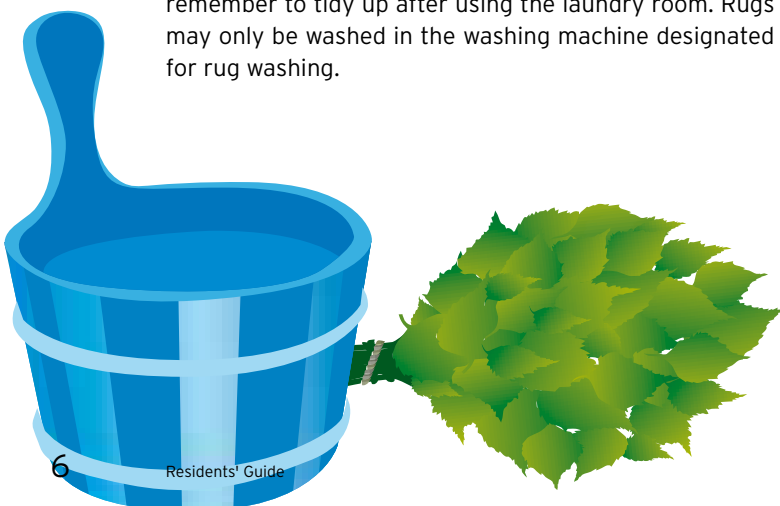
## APARTMENT GARDENS IN TERRACED HOUSES

The residents have a duty to take care of their personal garden area.

## SAUNA

The house sauna is meant for house residents' use only. To reserve the sauna for your use, put your apartment number on the reservation list, which is maintained by the property maintenance company.

- To maintain hygiene, you must use your own seat covers on the sauna benches.
- Smelly waste, such as nappies (diapers), must not be put into the sauna's waste bins.
- Pets are not allowed in the sauna rooms!
- Smoking and using strongly perfumed cosmetics is not allowed in the sauna rooms!
- Be considerate towards other residents and leave the sauna tidy after you have used it. The sauna should be a clean place!



# HOW TO TAKE CARE OF YOUR HOME

## APARTMENT MAINTENANCE

The residents must take good care of their apartment. If the apartment is damaged in any way, Pikipruukki's office must be notified without delay. If not, the resident may be liable to pay for damages caused by his/her failure to act. The resident is liable to pay for damages caused by himself/herself, a family member or a person who is in the apartment with the resident's permission, whether they cause the damage on purpose or through negligence or carelessness.

Always use furniture pads under the legs of your furniture. This way there will be no colored traces left on the floor after you move. If you keep a baby carriage or stroller in the apartment, use protection under the wheels (e.g. carpet) to avoid damaging the floor. If the apartment is left empty for a long time, the resident must notify Pikipruukki's office.

### Upkeeping bed linens and beds

- Change your linen frequently and wash them at least in 60 degrees.
- Wash pillows and blankets 3-4 times a year at 60 degrees.
- Air the bed linens regularly.
- Vacuum weekly under the bed as well as mattresses and the gap of the headboard.

## SHOWER ROOMS

As the bathrooms are always exposed to humidity, it is important to dry the floor after a shower, for example with a squeegee. The ventilation and drying of the shower room can also be improved by leaving the door open for a while after a shower. Proactive actions like these help to avoid problems with humidity and/or mould.

It is good to wash the shower curtain once a week with warm water, detergent and a brush. The walls and floor of the bathroom also need to be washed regularly with a detergent.

Please note that you must not install cabinets and other furniture designed for dry rooms into wet rooms. The materials of dry room furniture do not withstand exposure to humidity. The laundry and drying rooms of the property are recommended for washing and drying laundry.

### How to take care of your apartment sauna:

- Take care that the stove is on for a while after the last bathers have finished.
- Ensure proper ventilation after using the sauna, for example by opening the bathroom window.
- If you notice any damages from humidity or other causes, please notify the property maintenance company or Pikipruukki's office immediately.

## BALCONIES AND TERRACES

The balcony should be kept clean, dry and neat. If you have rugs on the balcony and they get wet, dry the rugs, because wet rugs keep the balcony floor damp and make the paint come off the floor. **Rugs must not be dusted (beaten) on the apartment balcony!** The balconies should not be used as a storage space.

## FIXING ITEMS ON THE WALL/CEILING

When you move into your new home, put the furniture in place before you hang paintings and fix other items on the walls. Consider carefully what you want to put up on your walls, so that you can avoid making unnecessary holes. To fix items on the walls and ceilings, use the best methods and fixings for the purpose. Different wall structures and materials and different items need different kinds of fixings. The most usual ways to fix items are drilling and screw fittings or nail hooks. When you drill holes in the wall or the ceiling or hammer in nails and other fixings, be careful of the electricity cables and water pipes in the structures. In the wet rooms, holes may only be made in the walls with permission from the property manager.

NB! Do not fix anything on wallpaper using adhesive tape or Blu-Tack. These leave marks when removed, and when you move out, you will have to pay for re-papering the room.

## FIXING ON PLASTERBOARD (GYPSUM BOARD)

Plasterboard, also called gypsum board, is a wall material on which it is easy to fix furniture and decorative items. A wide variety of fixings can be used. When you use the right kind of fixings, meant for plasterboard, you can be sure that things stay in place. Fixings and fittings are available in all well-stocked shops that sell hardware. Precise instructions on how to use the fixings are on the packaging. When you need to fix large and/or heavy items, such as bookshelves or heavy lamps, fix them on the support structure or the frame behind the board.

## APPLIANCES NEED CARE!



## ELECTRICAL APPLIANCES

In wet rooms or outdoors, use only those electrical appliances that have been designed for the purpose. For example, using Christmas lights meant for indoor use on your balcony is both dangerous and illegal.

Never use the electrical socket in the bathroom during a bath or a shower. Electrical installations must be done and electrical appliances repaired by a licensed electrician only.

However, the residents must change light bulbs and blown fuses themselves.

### Refrigerator

Remember to defrost your refrigerator unless it has automatic defrost. The drain ducts for the water (on the back wall of the refrigerator) often become blocked. Ensure that the duct is open so that the defrosted water does not drip into the refrigerator and from there to the floor.

It can damage the floors. Remember also to clean the dust off the coils on the back of the refrigerator and from below the refrigerator. When you clean the floor under the refrigerator, the refrigerator must be moved. Never use sharp objects when defrosting.

#### Freezer

Defrost the freezer when ice starts to collect in it. When the ice has melted, wipe the freezer with a neutral detergent solution, then rinse and dry it. Never use sharp objects when defrosting.

**TIP!** Defrost your freezer when the weather is freezing. You can keep the frozen food on your balcony while you defrost the freezer.

#### Electric stove

The stove is attached directly to the electricity grid. This installation may only be detached by a licensed electrician. Clean the stove top with a soft brush or cloth and synthetic detergent. Do not use abrasive detergents or steel wool. Wash the oven with an oven detergent, and follow the instructions of the detergent you use. If food spills into the oven, wipe it off as soon as the oven has cooled. Otherwise it may burn into the oven surface the next time you use the oven.

#### Extractor hood

To keep the extractor hood working properly, its filter must be kept clean. Remove the filter and clean it with warm detergent solution, following the manufacturer's instructions. Clean the vent behind the filter, too.

#### Stove in the apartment sauna

The resident must pay for new stones of the sauna stove if the stones need to be replaced while the resident lives in the apartment. Do not switch off the stove immediately after you have finished bathing, but keep the stove on for a while to let the sauna become dry. This helps to avoid damage from humidity.

#### Antennas

To install any extra antennas, such as a dish-reflector antenna, you need permission from Pikipruukki. If the permission is granted, the dish-reflector antenna must be installed on the balcony so that its edges are within the railings.

#### TIPS FOR REDUCING WATER CONSUMPTION

- Notify the service company or Pikipruukki's office immediately if the taps or toilet fixtures leak or the water comes out of the faucet by splashing or with high pressure.
- Close the shower faucet for soaping.
- Wash laundry and dishes when machines are full. If you are washing machines that are not full, use the saving programs.
- Do not run water when you do the dishes. Hand washing consumes 2-5 times more water than a machine wash.
- Do not leave water running when you wash your teeth. Use rather a tooth mug.

**IMPORTANT!** If a tap (faucet) or the toilet leaks or drips, please notify the property maintenance company immediately.

#### SINKS, TOILETS ETC.

##### Kitchen sink

Always clean the steel surface of the kitchen sink when you wash dishes, for example with the dishwashing soap. Do not clean silver items in the kitchen sink, because strong detergents may corrode the steel surface and leave spots. Do not flush food waste or coffee grounds down the kitchen drain.

##### Bathroom sink and taps

Clean the sink and taps (faucets) with a mild alkaline detergent. Abrasive detergents and materials and strong alkaline detergents damage the surface of the sink and taps, so avoid using them.

#### IMPORTANT!

Please dispose frying fat of ham in the bio waste bin after it has cooled down. Food frying fat should not be poured into a sink or toilet bowl.

##### Toilet

To clean the toilet bowl, use the special detergents meant for the purpose. Acidic toilet detergents are not good for daily use. Do not put sanitary towels, nappies (diapers), cat litter or any items that may block the drains into the toilet bowl. If the drain needs to be unclogged because of something like this, the resident will be invoiced for the costs.

##### Floor drains

The resident must clean the floor drain of the bathroom. If you feel a sewer smell in the apartment, the reason may be dryness in the floor drain. Pour some water into the floor drain.

##### Washing machine installations

The resident is responsible for any costs for washing machine installations. If the apartment does not have outlets for installing a washing machine or a dishwasher, the work must be done by a licensed technician (plumbing, heating and ventilation specialist). The tap where the machine is connected must have a non-return valve. Keep the installation certificate by the technician in case of any water damage. If a washing machine has been installed incorrectly, the resident is liable for damages. Insurance does not cover the damages caused by an incorrect installation, either. Close the water supply tap when the machine is not in use, because constant water pressure may break the water hose and cause a leakage.

A dishwasher must be installed without breaking the kitchen cabinets. If kitchen cabinets are removed, they must be kept in the apartment's storage closet and installed back when the resident moves out. Separate taps will remain. Check your machine regularly for leakages that may cause damage to the house structures. A plastic drip tray must be used under the dishwasher.



## VENTILATION

The property's ventilation works either mechanically or apartment specifically. Mechanical removal always operates at least on normal level, but more effectively during the most usual cooking hours. The general ventilation is normally enough for airing the home. The roof-installed extractor removes the air from the apartments through the vents in the kitchen, the bathroom and the walk-in closet. In apartments with apartment specific ventilation, the ventilation and pre-heating of the supply air are connected to the apartment's electric meter and the resident can adjust the ventilation capacity by themselves. Fresh air flows from the top parts of the windows through the sealing gap or separate fresh air vents. **These fresh air supply routes must not be blocked.** The extracted air vents have been adjusted so that the right amount of air is extracted. **The vents must not be readjusted**, because that disturbs the ventilation in the entire building. The most usual reason for ventilation problems is that air extract vents have been blocked.

### Cleaning the extract vents

Between the plate and the frame of the air extract vent, there is a small gap, often only a couple of millimetres. This gap easily collects dust and, in the kitchen, also grease. Therefore it is important to clean the vents often enough, for example with a brush and detergent solution. To clean the vent, remove it with its rack by turning the rack counterclockwise 1/4 turns. Take care that the vent does not close fully or remain too open when you have washed it.

### Problems with draughts?

Draught problems are not solved by turning up the heater but by sealing the places where the draughts come in. To avoid unnecessary heat loss, do the following:

- Check the condition of window and door seals every year in good time before the winter comes.
- When you air your apartment, do it quickly with a couple of minutes of cross-draught.
- When you go out, check that the windows and doors are closed.

### How to decrease food smells?

Air extract vents operate more effectively when you keep the kitchen window closed. If necessary, you can open the window in another room to let in more fresh air.

## HEATING

Room temperature is significant for both comfort and energy consumption. According to research, the most suitable room temperature is about +20...+21 °C. People sleep best in slightly lower temperatures, around +19 °C. Turning the temperature down by one degree saves 5-7 % of heating energy. The thermostat on the radiator must not be covered with curtains or large furniture, because



### HINTS FOR SAVING ENERGY

- Keep the room temperature reasonable. +20...+21 °C is a suitable room temperature for most people. In this temperature, the relative humidity is also higher and the air more pleasant.
- Do not cover the radiators with curtains or furniture.
- Turn the radiator heat down in warm weather. Do not air the room in such a way that the warmth escapes. When you air the room, do it quickly with cross-draught.
- Remember that your hand's temperature is about +35 °C. Thus, a radiator at +30 °C feels cool to your hand, but in reality the radiator is still heating the room, though the room temperature is at +21 °C.
- If the room temperature sinks in freezing weather, contact the property maintenance company or the technical property manager of the lessor.





the thermostat will pause heating the room and the room becomes colder. The opposite happens if the thermostat is near an open window. When you open the window to air the room, the thermostat cools down and the radiator overheats, which wastes energy. This increases the living costs, thus causing raises in the residence rents.

### Floor heating

If your bathroom has underfloor heating, you can adjust the temperature with the thermostat on the wall. A good temperature for a bathroom is +22...+24 °C.

If you keep the bathroom too warm and the door is open all the time, the underfloor heating heats the entire apartment, and this will cause a large electricity bill. To save electricity, turn the bathroom temperature down when you are away for a long time.

### NOTIFICATIONS OF DEFECTS

You will find the phone number of the property manager and the on-call number of the property maintenance company on the notice board of your house, on the front door and in the folder you receive when you move into your new home. These are the numbers you can call when you notice defects or damages in your apartment or in the common areas or the equipment of the property.

If possible, make the notifications on weekdays during working hours. However, if the defect or damage causes danger or can cause additional damage if not acted on promptly, you must make the notification immediately. Remember that if you neglect to make the notification, you may be liable for damages.



Technical maintenance is on call at the office on Tuesdays between 4 and 5 PM (16.00-17.00).

In very serious situations (fire, water damage or such), the emergency phone number will reach a person on call at our office even in the evenings and weekends.



If you need to get a locked door opened for you, a fee is charged for the service, and it is paid directly to the person who opens the door. The identity of the person requesting door opening will be checked, and he/she must be in the register of occupants.

Remember that **FOR DOOR OPENING SERVICES, ALWAYS CALL THE PROPERTY MAINTENANCE COMPANY.**

### HOME SAFETY

This is how to reduce risks at home:

- Place the furniture so that a child cannot climb to the window or against the balcony railing.
- Child-proof the stove and the oven so that a small child

cannot open the oven door or reach hot pots and pans on the stove.

- If an electrical socket is not in use, put a cover on it, if you have children.
- Keep all medicines in a locked medicine cabinet. Detergents and other chemicals should also be kept in a locked cabinet out of small children's reach.
- The safest places for children to play are the play areas on the property's grounds and the local parks and sports fields near you. Roads and driveways, parking areas and construction sites are not for children.
- Lock your home right. When the home is empty, double-lock the door if you have such a lock on your door. Always ensure that the doors lock. Also ensure that the doors in the common areas shut and lock properly.
- Valuable goods should not be stored in the cellar, attic or shed. Goods that can be damaged by humidity should not be stored in the unheated attic or shed.
- Get home insurance. The full value insurance of the property will only compensate for damage to the property. Any damages to your household goods and personal effects will not be compensated. For example, if there is a fire or water damage, any damage to your personal effects will not be compensated by the full value insurance of the property.
- Remember that it is your legal obligation to get a fire alarm for your home and ensure that it is in working order.

### Security lock and peephole

It is possible to install an extra security lock and a peephole on the apartment door. When you move out, you cannot take those with you. The only lock you may have installed on the apartment door is an Abloy security lock that belongs to the house's master key system. Before you order a peephole or an extra lock, please contact our office.

### PETS

You have the right to keep ordinary house pets in your home, if they do not cause disturbances or damage the apartment.

- Professional breeding of dogs, cats and other animals is not allowed.
- It is your duty to take care that your pets do not frighten or bite other people.
- All pets must always be on leash when you move outside your home and you should never leave pets alone on the terrace or balcony.
- Pets must not be walked in the areas designated as children's play areas, in the gardens or in their immediate vicinity.
- Take care that your dog does not disturb others by repeated barking or howling.
- Remove all excrement. As a dog owner, please take care that dogs do not foul the property grounds.

## RESIDENCY CHECKLIST

- The due date for the rent is 2. day of the month.
- Keep your apartment clean.
- Report faults and deficiencies to the service company / technical property manager.
- Remember that all modifications require a permit from the lessor.
- Remember your responsibilities and obligations.
- Report any resident changings in the apartment to Pikipruukki's office.
- Remember to get a fire alarm and home insurance.

## WASTE DISPOSAL

Sort your waste right! Your property has separate waste bins for the following kinds of waste:

### Incinerable waste

- cardboard and cartons (pizza boxes, large cardboard boxes, food and beer packaging, milk and juice cartons)
- styrofoam and disposable dishes
- papers, such as paper towels, dirty and wet paper, paper bags
- plastic canisters, plastic bags, plastic bottles and plastic sheet/film
- nappies (diapers) and sanitary towels
- textiles, shoes and bags
- rubber and leather
- ashes and cigarette stubs
- pens, folders, toys
- toothbrushes, disposable razors, make-up

### Paper

- Clean and dry paper:
  - newspapers and magazines
  - advertisements, brochures
  - catalogues, envelopes
  - copy paper, drawing paper
  - phone books, paperback books, other books without their covers

### Metal

- cans, tins
- bottle caps, lids, jars
- aluminium foil and packages, closed tubes
- pots, pans and other metal dishes
- tools, nails, fittings etc.
- empty spray bottles, aluminium lids of yoghurt cups

### Glass

Remove corks, lids and caps. Rinse. Labels and rings around the bottle neck may stay.

- clear and coloured glass bottles and jars

### Biodegradable waste

Use a paper bag or a bag folded out of newspaper for the biodegradable waste.

- food leftovers, fruit and vegetable peels
- coffee grounds and tea leaves
- kitchen paper towels, paper napkins
- bones, cut flowers
- eggshells, egg cartons etc.

### Batteries

- single-use batteries and other small batteries

All hazardous waste that is poisonous, explosive, oxidising, caustic or inflammable must be taken to a recycling centre. Examples of such hazardous waste include energy saving light bulbs, fluorescent tubes, solvents, used oils and car batteries.

Medicines and thermometers with mercury can be taken to the nearest pharmacy.

### SORT RIGHT

Always put the waste in the bin. Waste must not be left outside the bin or in the garden area. Waste on the ground and open waste bins are a magnet for birds and rats. Do not bring furniture items and electronics to the waste bin shed, nor other items that do not belong there!

The resident is responsible for arranging the transport of furniture items and other large pieces of rubbish to a recycling centre. Car tyres can be returned to shops that sell tyres. More information about tire recycling is also available on the internet. For more information on waste sorting and recycling, go to the website [www.stormossen.fi](http://www.stormossen.fi)



# MOVING OUT

## **CHANGING APARTMENTS**

Pikipruukki has a wide selection of apartments, so if your family size changes or a family member starts to commute to a new job or school location, feel free to ask what we can offer. We want to help you as well as we can, if you wish to move to a new area or find a new home with better amenities (for example a sauna in the apartment or a lift in the house). Just come to our office and fill in a new apartment application.

## **TERMINATING A RENTAL AGREEMENT**

The Act on Residential Leases is followed when terminating the rental agreement. The term of notice is always one full calendar month. Thus, the agreement ends on the last day of the calendar month that follows the date and month when the termination notice was made. For example, if the rental agreement is terminated in writing on any date in February, the agreement ends on 31 March. The rental agreement must always be terminated in writing. The termination must be done by all the people who are named in the rental agreement and who are going to move out of the apartment. We use the termination notice to remove them from the register of occupants.

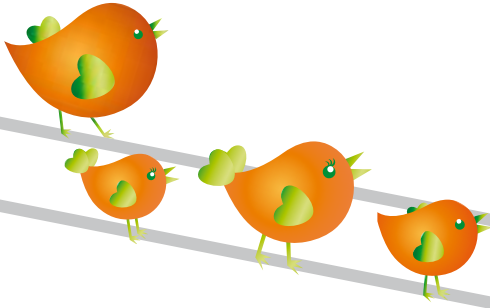
## **RETURNING OF SECURITY DEPOSIT**

The security deposit will be returned to the person who paid it (unless agreed otherwise) within 2-3 weeks of the end of the rental agreement, if the resident has fulfilled the obligations of the rental agreement. No interest is paid on the deposit. The technical property manager inspects the apartment when it's empty after all the keys that the resident has received have been returned to the office.

The apartment inspections are documented both in writing and with photographs. The tenant is not liable for normal wear and tear from living. Normal wear and tear includes worn and faded wallpaper, a dent on the carpet from furniture and small marks on the walls where items have been hung. Normal wear and tear does not include for example the following damage: the wallpaper has been torn or drawn on; furniture has left coloured marks on the floor (please use soft pads); the furniture and appliances belonging to the apartment, such as thermostats, ceiling sockets, kitchen or laundry cabinets, sinks etc. are damaged or broken; a hole in the door.

The most typical cases of recovering costs from the security deposit are when the ceiling sockets for lamps are missing or loosened, wallpaper has been torn, furniture has left coloured marks on the floor, the apartment has not been cleaned after moving out, all the keys have not been returned, goods have been left in the apartment or the storage closet, or rents have not been paid.

We will always notify you about the deposit processing on paper if you have provided your new address.



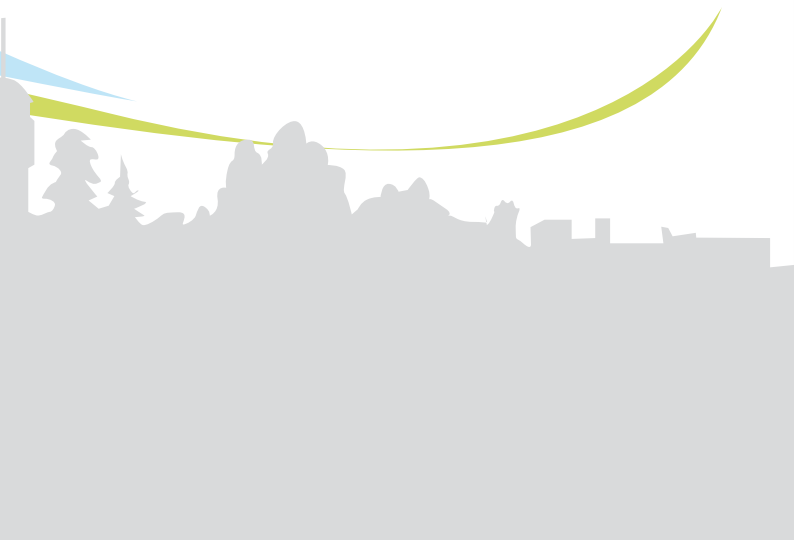
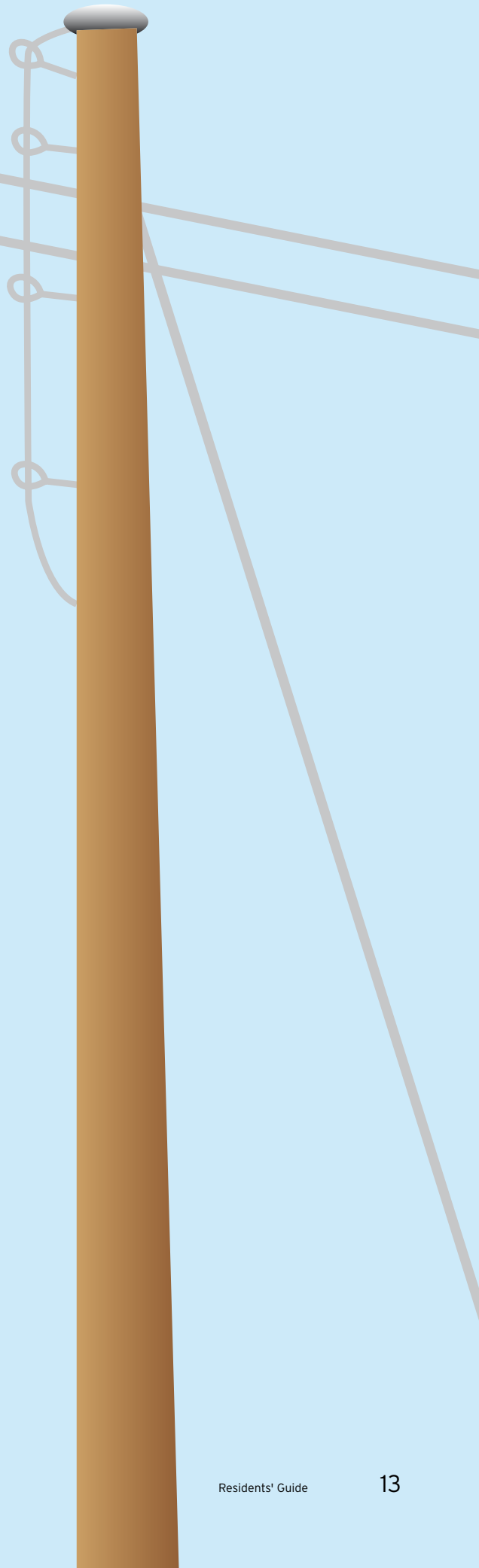
### **NOTIFICATION OF MOVE**

When moving out of the apartment, you must also submit a notification of move to the Population Register Centre within a week of moving. In addition to notifying Posti about your change of address, you can also order mail routing services. When you submit this notification in advance, you can make sure your mail is sent to the right address. You will also need to communicate your change of address e.g. to the electricity company, the bank, the insurance company, the newspapers and magazines you have subscribed to, the address registries of the organizations where you are a member, as well as your friends and relatives.

### **CLEANING THE APARTMENT AND RETURNING THE KEYS**

Before you move out, clean your apartment thoroughly. Do not leave any of your belongings in the apartment. Return all the keys that you have received to Pikipruukki's office.

If the apartment has not been cleaned well or if any keys are missing, we will charge any necessary costs from the security deposit as we are processing the deposit, or with a separate invoice if necessary. You will receive the instructions on how to clean your apartment when moving out when you hand in the the termination notice at our office. The instructions are also available on the web page of Pikipruukki when you print the termination notice.



# HOUSE REGULATIONS

These house regulations have been made to ensure comfortable living for all residents. The residents and their guests must be considerate towards all the other residents of the house. The residents must take care that their guests also follow these regulations. The residents also have obligations stated in the rental agreement, residents' guide, the city regulations as well as the Finnish law and general regulations.

## COMMON AREAS

The outer doors are locked during night time between 21.00-06.00 unless the resident committee of the house has decided other times. When the doors are locked, you must ensure that they close and relock properly behind you. This also includes the doors of the storage rooms, saunas, laundry rooms and other doors in the common areas.

It's not allowed to make loud noises or disturb others in the common areas. Smoking is not allowed, and neither is unnecessary loitering. The common areas both indoors and outdoors must be used in a neat and orderly way taking into account also the structures and plantings of yard areas. For fire safety reasons, keep your goods in the assigned storage areas. It is not allowed to store baby carriages, bicycles or other outdoor equipment in stairwells or loft corridors.

Fire hazardous materials must be stored according to fire safety regulations.

You must notify the lessor if you notice defects in the apartment, yard, building or common areas.

## SAUNA, LAUNDRY AND DRYING ROOMS

Sauna, laundry and drying room turns are booked with the apartment number by using the booking list. Any cancellations must also be marked. Rooms can only be used on your own booked turn. You can't use the rooms during reservations made by others. After the turn has been used, the reservation must not be removed from the list. If the reserved turn is not been taken into use in 15 minutes after its starting time, it will be free for the other residents to use. The rooms must be cleaned after your turn ends.

Washing carpets in washing machines is allowed only in separate washing machines intended for carpets. Washing carpets on the floor is only permitted if there is a floor drain in the room, and washing does not harm the equipment, furniture, surfaces or other users of the space. Water-dripping carpets are not allowed to leave in the drying room, and drying must not cause any other inconvenience or damage either.

## APARTMENTS

The apartments must be well taken care of. The residents are obligated to notify the building's owner of water leaks and any other defects they notice in the apartment. Do not put anything, such as waste or other materials, into the WC or the other drains that could block or damage the

drains. Do not ventilate your apartment by opening the door to the staircase. Alteration work must not be done to the apartment without an advance permission from the owner of the property.

## SILENCE TIME

It's not allowed to cause disturbance to other residents. Especially between 22.00-06.00 loud noises have to be avoided, but there cannot be loud, disturbing noises at any other time either. Residents are also responsible for their guests.

## LOCKS

Lock replacements, security locks and additional key orders only with the permission of the lessor.

## WASTE MANAGEMENT

Waste and rubbish mentioned in the residents' guide must always be taken to the waste bins, packed appropriately. Moreover, the waste recycling regulations must be followed. Everyone benefits when usable items are recycled and waste materials are sorted appropriately. The resident is responsible for arranging the transport of toxic and dangerous waste as well as furniture items and other large pieces of rubbish.

## PETS

Pets must be kept on a leash outside the apartment; this applies to both dogs and cats. Pets should not disturb the house residents or foul the building nor the grounds. Animals are not allowed to be walked in children's play areas or their immediate vicinity. Animals must not be fed on the balconies or the property's grounds.

A doghouse or enclosure can only be put into a private courtyard area that is not accessible to others. A doghouse must be inside the fences. Possible constructions must always be approved by the lessor. The dog must not be left unsupervised in the doghouse / enclosure.

## PESTS

If you find pests (cockroaches, bedbugs, rats etc.) in your apartment or other areas in the house, you must contact the lessor immediately so that we can take the necessary measures. The instructions on preventing pests must be followed carefully.

## TRAMPOLINES AND CHILDREN'S PLAY

Children should only play in the play areas meant for the purpose. Parking areas, the terraces of neighbor and common areas such as staircases are not play areas. Playing football (soccer) is not allowed on the property's grounds.

The property's grounds and the common play areas are meant for all the residents. For safety reasons, the residents do not have the right to put up a trampoline on the common area. The structural and safety regulations regarding this kind of equipment are not as strict as for those meant for common use.

### **PARKING**

Vehicles may only be parked in the parking areas. Parking on the escape route is not allowed. Driving vehicles on the roads and paths of the property grounds is prohibited except for emergency vehicles or for necessary maintenance purposes as well as short (5-10 minutes) parking for e.g. unloading of groceries or a moving truck. Idling of motor vehicles is not allowed.

Vehicles that are no longer in use must not be kept on the property's grounds or parking areas. Residents will be charged in full for the expense of removing the vehicles in question. The cover of the electricity outlet for car heaters must be kept closed all the time. You must not leave cables dangling from the outlet. The electricity outlet is meant to be used only for a block heater and using an interior heater in car is forbidden.

### **BALCONIES**

Carpets must not be dusted on balconies. Airing of clothes and linens and line-drying the laundry may only be done within the railings. Balconies must be cleaned so that water does not drip or any rubbish fall down.

### **GRILLING, CANDLES AND OTHER FIRES**

Open fires may not be made and food must not be cooked using charcoal or gas grills on balconies or terraces. However, an electric grill may be used in a considerate manner. While grilling (whether on the balcony or in the garden) you must remember not to disturb anyone with smells, smoke or noise.

For fire safety, only LED candles can be used on the balconies, terraces and loft corridors. Outdoor torches or candles must not be burned indoors or on the balcony nor under other roofs.

### **SMOKING**

Smoking in apartments, balconies or terraces must not inconvenience the neighbor. Throwing cigarettes from the balconies and in the courtyard area is forbidden. The tobacco law prohibits smoking in all common areas.

### **ANTENNA**

To install any extra antenna, such as a dish-reflector antenna, permission must be asked first from the lessor.

### **NOTIFICATION OF MOVE**

When someone moves in or out of an apartment, the lessor must always be notified. According to lease of apartment, the tenant is responsible to notify the lessor of possible resident changings even during residency.

### **BREAKING OF REGULATIONS**

If these house regulations are broken, the resident may be liable for paying damages and it may lead to termination of their rental agreement.

**THE RULES ARE VALID AT ALL OF PIKIPRUUKKI'S PROPERTIES AS APPLIED.**



KEEP THIS GUIDE!



**GENERAL EMERGENCY NUMBER  
112**

**Kiinteistö Oy Pikipruukki**

Koulukatu 19

65100 Vaasa

Info (06) 325 4424

**OPENING HOURS**

Monday, Wednesday - Friday  
between 9 AM and 4 PM  
(9.00 - 16.00)

Tuesday  
between 9 AM and 5 PM  
(9.00 - 17.00)

**TIMES ON CALL**

On Tuesdays, technical maintenance on call at  
the office between 4 and 5 PM (16.00-17.00)

Emergency on call in the evenings and  
weekends: tel. 044 587 5600

**NB!**  
**FOR OPENING LOCKED DOORS, CALL THE  
PROPERTY MAINTENANCE COMPANY**



Kiinteistö Oy / Fastighets Ab  
**Pikipruukki**

[www.pikipruukki.com](http://www.pikipruukki.com)