



Kiinteistö Oy / Fastighets Ab
Pikipruukki

Residents' Guide





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Pikipruukki

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

A change of address notification is a statutory notification that must be submitted to the authorities and to your landlord.

You must submit the change of address notification yourself through the change of address service provided by Posti and the Digital and Population Data Services Agency (DVV).

When you submit a change of address notification to Posti, you will also arrange for your mail to be forwarded to your new address.

You should also notify your new address to, among others, your electricity provider, bank, insurance company, newspaper and magazine subscriptions, as well as your relatives and friends.

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 all keys received when moving in, in addition to any additional keys that have been made during the duration of the contract have been returned, all outstanding payments 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 one week of

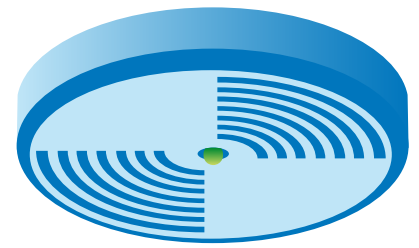
the start of the rental agreement. A carefully completed apartment inspection form will make the process of returning the security deposit easier and quicker when you move out of the apartment.

MOVER'S CHECKLIST

- notification of move
- electricity contract
- home insurance
- 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. The tenant is liable for damages relating to service company visits outside office times and other expenses if the fault is caused by the tenant or if the visit is unnecessary. 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 and apartment-specific 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 are responsible for rent collection.
- 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 comply with the property's house regulations and any instructions provided.

FIRE ALARM

The owner of the building is responsible for ensuring that the apartment is equipped with a sufficient number of functioning smoke alarms, as well as for replacing and renewing their batteries.

The tenant must report any faults or malfunctions without delay to the property management company. It is recommended that the tenant test the smoke alarm(s) monthly to ensure that they are functioning properly.

A functioning smoke alarm saves lives.

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.



USE OF COMMON AREAS

The house regulations include instructions on the use of common areas and facilities. Please, read them carefully!

RESIDENT DEMOCRACY

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 (1169/2022). 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 two members 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!

PARKING

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.



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

Fault and maintenance reports should primarily be submitted through the resident portal (see the instructions in Section 3 of the Welcome Package) or by calling the maintenance company.

Reports should preferably be made on weekdays during normal working hours. However, a fault or damage must be reported immediately if it poses an immediate danger or, if left unattended, may cause further damage. Please note that you may be held liable for any costs or damage resulting from failure to report a fault.

In very serious situations (such as a fire, water damage, etc.), call the general emergency number. During the property management office's opening hours, also contact the landlord. Outside the office's opening hours, contact the maintenance company.



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 home insurance.

WASTE DISPOSAL

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

Biowaste

Carton packages

Plastic packages

Metal packages

Glass packages

Batteries (in some houses)

Paper

Combustible waste

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

If inhabitants have grievance relating to emptying containers or if the containers are missing stickers, contact the technical house manager for your area.

! In the material you received when moving in you'll find accurate information about sorting your waste.



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). In that case, just fill out a new apartment application either on our website or at our office.

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

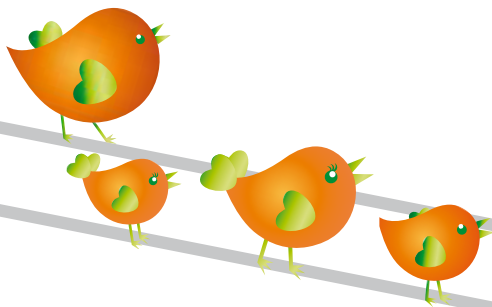
The security deposit will be refunded to the person who paid it, provided that the tenant has fulfilled their obligations under the tenancy agreement. No interest will be paid on the security deposit.

After the tenancy agreement has ended and the apartment has been vacated, the property manager will inspect the apartment.

Please note that all keys received at the beginning of the tenancy, as well as any additional keys made during the tenancy, must be 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 (including possible additional keys made during the contract) 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

A change of address notification is a statutory notification that must be submitted to the authorities and to your landlord.

You must submit the change of address notification yourself through the change of address service provided by Posti and the Digital and Population Data Services Agency (DVV).

When you submit a change of address notification to Posti, you will also arrange for your mail to be forwarded to your new address.

You should also notify your new address to, among others, your electricity provider, bank, insurance company, newspaper and magazine subscriptions, as well as your relatives and friends.

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 received at the start of the contract, in addition to any additional keys made during the contract 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 termination notice at our office. The instructions are also available on the web page of Pikipruukki when you print the termination notice.

HOUSE REGULATIONS

The house regulations include instructions on the use of common areas and facilities. Please read them carefully!

These house regulations have been established to ensure comfortable living for all residents. The residents and their guests must be considerate towards all the other residents of the house. The house rules apply to all properties to the extent applicable.

It is the resident's responsibility 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 Finnish law and general regulations.

STAIRWELLS, ELEVATORS, AND LOFT- AND BASEMENT CORRIDORS

The outer doors are locked during night time between 21.00-06.00 unless the resident committee of the house has decided on other times. In buildings equipped with a door code or intercom system, the entrance doors are always locked. Door codes may not be given out to unauthorized people. When passing through doors, it must be ensured that they close and lock properly.

In stairwells, elevators, and loft corridors as well as basement corridors, movement must take place without disturbing others. Smoking and unnecessary loitering in these areas are prohibited. When using shared spaces, cleanliness must be maintained, and no items may be left in them due to fire safety reasons.

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 has 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. After use, lights must be switched off, electrical devices turned off, and water taps closed.

Smoking and unnecessary loitering in the sauna, laundry room, and drying rooms are prohibited.

Only detergents specifically intended for use in washing machines may be used. Washing carpets in washing machines is allowed only in separate washing machines intended for washing 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 be left in the drying room, and drying must not cause any other inconvenience or damage either. Dry laundry must be collected from the laundry facilities as soon as it is dry, or in accordance with the rules applicable to each property.

The use of staining substances in the premises is prohibited.

CHARGING OF BATTERIES AND ELECTRIC AND HYBRID VEHICLES

Charging of batteries in the property's common areas is prohibited.

Charging must always be carried out under supervision and with fire safety taken into account.

Charging of electric and hybrid vehicles is not permitted without a separate agreement with the lessor. Any costs, procedures, and required modifications shall be agreed upon separately in each case.

ANTENNAE

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

APARTMENTS

In the apartments, consideration must be given to the peaceful living of other residents. In particular, noise and other disturbance-causing activities must be avoided between 22:00 and 06:00.

The apartments must be kept in good condition. The operational condition of smoke detectors must be tested regularly. Residents are obliged to promptly report any water leaks or other faults they notice in the apartment.

The apartments are intended solely for residential use and may not be sublet without the lessor's permission.

No waste that may cause blockages or damage may be disposed of in drains.

Washing machines and dishwashers must only be connected with proper backflow protection.

COVERED PARKING SPACES, GARAGES

Covered parking spaces or garages may not be used as storage spaces.

The cover of the engine block heater socket must be kept locked, and the heating cable must be disconnected from the socket after use.

Car washing, oil changes and major repair work are prohibited within the property area. However, minor maintenance work and tire changes are permitted in parking spaces, provided that cleanliness is maintained.

Charging of electric and hybrid vehicles is permitted only if separately agreed with the lessor. In such cases, the costs, procedures and any necessary modifications shall be agreed upon separately.

GRILLING, CANDLES AND OTHER OPEN FLAMES

The use of open fire and cooking with charcoal or gas grills on balconies, terraces, or residential yard areas is prohibited. However, the use of electric grills is allowed, provided that consideration is given to neighbours.

When grilling on a balcony or in the yard, care must be taken to ensure that smoke or noise does not disturb other residents.

A gas grill or similar may only be used in the yard at a location jointly agreed upon by the residents. In such cases, the grill must not be left unattended while hot, and it must not be stored in shared areas. Fire safety must be observed.

Grills purchased for personal use must not be stored in the common areas of the property. The storage of shared-use grills and any gas cylinders must be agreed upon with the company's staff.

Used charcoal from grills must be disposed of by allowing it to cool thoroughly. Once cooled, the charcoal must be placed in a bag and disposed of with mixed waste, taking fire safety into consideration.

For safety reasons, only LED candles may be used on balconies, terraces, and access balconies. The use of outdoor torches indoors, on balconies, or under canopies is prohibited.

SILENCE TIME

Residents must respect the peaceful living of other occupants in the apartments and on the property area. In particular, noise and other disturbance-causing activities must be avoided between 22:00 and 06:00, and disruptive sounds should not be heard at any other time either. Residents are also responsible for the behaviour of their guests.

WASTE MANAGEMENT

Waste must be taken to the designated collection points, and sorting instructions must be followed. Waste bins must be filled evenly, including by using the bins at the back, and their lids must be kept closed.

The resident is responsible for the disposal of hazardous waste, large quantities of waste, and waste that does not belong in the waste containers.

Waste disposal areas must be kept clean.

PETS *

Pets must be kept on a leash outside the apartment so that the safe movement of others is not put at risk. This applies to both dogs and cats.

Pet owners must ensure that animals do not disturb other residents through repeated noise or cause dirt or damage to buildings or yard areas.

Walking pets is prohibited in or near children's play areas.

Pets must not relieve themselves on the property grounds. Pet waste must always be cleaned up.

Pets are not allowed in the building's common sauna, laundry, or washing facilities.

A dog house or enclosure may only be placed in a private yard area belonging to the apartment, to which others have no access. The dog house must be placed inside the enclosure, and permission from the lessor must be obtained in advance for all such structures. A dog must not be left in a house or enclosure without supervision and must always be kept on a leash.

Feeding birds, squirrels, and other wild animals is prohibited throughout the property area.

LOCKS

Changing locks, installing security locks, and ordering additional keys may only be carried out with the lessor's permission.

MOTOR VEHICLES

Unnecessary driving of motor vehicles in the property's yard area is prohibited. Where access by motor vehicle is necessary, vehicles must be driven at low speed and with particular caution.

Unnecessary idling of motor vehicles is prohibited.

NOTIFICATION OF MOVE-IN AND MOVE-OUT

The tenant must notify the lessor if someone moves into or moves out of the apartment.

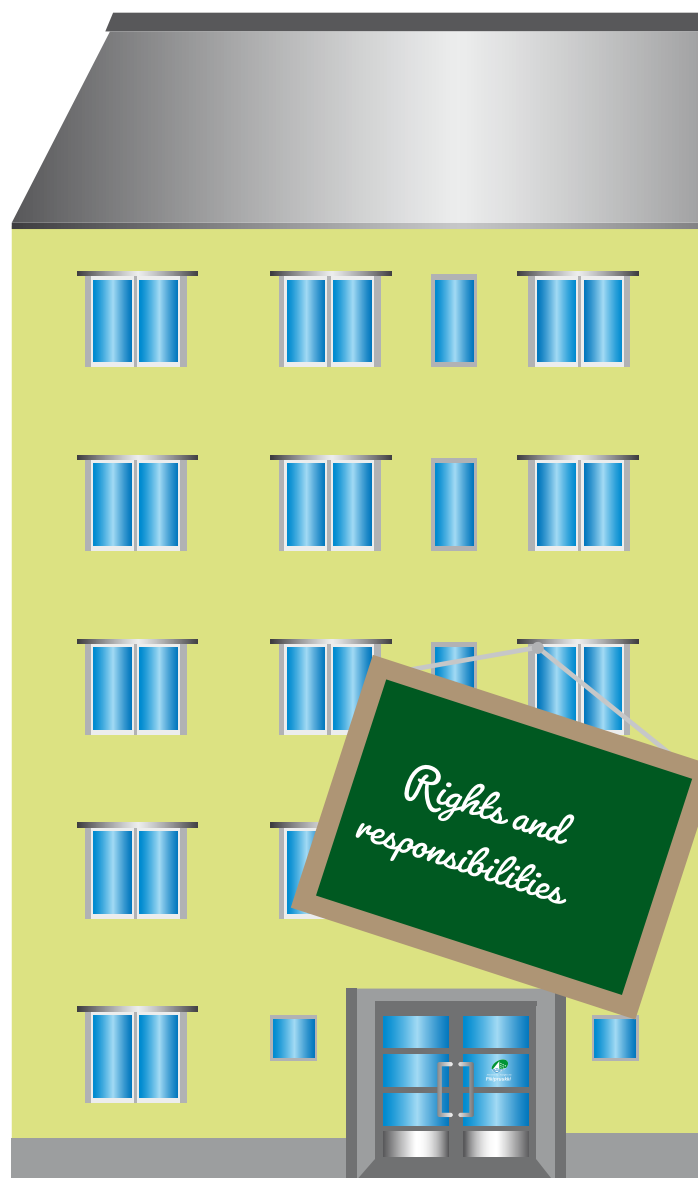
BALCONIES, TERRACES AND RESIDENTIAL YARDS

Balconies, terraces and residential yards must be kept clean.

A residential yard is a fenced, separate private yard area to which outsiders have no access. A terrace area does not include a private yard area.

Common yard areas or lawn areas are not part of the rental agreement and are not intended for anyone's personal use.

The tenant may not install permanent fixtures on them, such as pet fencing, curtains, or tarpaulins, without the lessor's permission.



In winter, snow must be removed from the balcony. Balconies must not be washed with running water. Flower pots and other items must be placed inside the railing. Balconies must be kept clean so that water or debris does not fall down.

Nothing, including rubbish, may be thrown from balconies or windows.

Sun umbrellas and other protective equipment must be securely fastened.

The use of open fire and smoking of food on balconies, residential yards, and terraces is prohibited. Grilling is only allowed using an electric grill. Only LED or electric candles may be used.

Items not belonging to these areas or creating unnecessary fire load may not be stored on balconies, terraces, or residential yards. Only standard balcony and terrace furniture may be used.

Dusting of carpets on balconies and terraces is prohibited. Airing of textiles and bed linen, as well as drying small laundry, is only permitted inside the balcony railing.

Installation of any additional antennas, such as satellite antennas, requires prior permission from the lessor.

Ventilation balconies are intended for airing bed linen, household textiles, and rugs.

YARD AREAS

Lawns, plantings, outdoor furniture, playground equipment, and other similar property must not be damaged.

Littering is prohibited. Camping in common yard areas is not allowed. Installing advertisements or signs without permission is prohibited. Residents are not allowed to place their own furniture or play equipment in common yard areas.

PARKING

Parking is permitted only in designated parking spaces. Guest spaces are intended solely for visitors to the property. Parking in emergency access routes is prohibited. Driving on yard roads and passageways is allowed only for necessary emergency or maintenance traffic, and for short-term (5-10 minutes) parking, for example when unloading groceries or moving items. Idling of motor vehicles is prohibited.

The vehicle must fit within the dimensions of the parking space, including in length, and it must not block access to other vehicles.

If parking spaces are available, they may also be rented for storage of motorcycles, trailers, bicycles or similar.

Decommissioned or abandoned vehicles or parts thereof must not be stored in yards or parking areas. The vehicle owner is always responsible for the costs of removal.

The cover of the engine block heater socket must be kept locked. The heating cable must be disconnected from the socket after use.

The engine block heater socket is intended solely for use of engine block heaters. Use of cabin heaters, vacuum cleaners, charging of electric or hybrid vehicles, or any similar use is prohibited.

Car washing, oil changes, and major repair work on the property are prohibited. Minor maintenance work and tyre changes in parking spaces are permitted, provided that cleanliness is maintained.

Unnecessary idling of vehicles is prohibited.

TRAMPOLINE AND CHILDREN'S PLAY

Play is allowed only in designated areas intended for this purpose. Ball games must not be played in parking areas or in the immediate vicinity of windows. Parking areas and common spaces, such as stairwells, are not play areas. Playing football within the property area is not permitted.

The shared yard serves as a general play area, and for safety reasons residents are not permitted to place trampolines, swings, paddling pools, or other play equipment there. The safety and structural requirements for such equipment are significantly lower than those for playground equipment intended for public use.

PESTS AND INSECTS

If you notice pests in your apartment or in other areas of the building, such as cockroaches, bedbugs, rats, or similar, you must immediately contact the lessor so that necessary measures can be started. Tenants are required to report any defects they discover. Instructions given for pest control must be followed carefully.

SMOKING AND OTHER NICOTINE PRODUCTS

Smoking is permitted only in the designated smoking area located in the yard. Smoking is prohibited everywhere else. Act on Residential Leases 26 a § (26.6.2026/531).

DUSTING AND DRYING LAUNDRY

Dusting carpets and bedding is only permitted in designated areas intended for this purpose.

STORAGE ROOMS

Residents may only use the storage room corresponding to their own apartment number.

In addition to these, shared storage facilities intended for residents, for example for storing outdoor equipment, are available.

When using storage areas, cleanliness and order must be maintained. Littering and bringing or leaving broken items or items that do not belong in the space are prohibited.

When storing mopeds and other similar vehicles, care must be taken to ensure that they do not cause unpleasant odours, soil the property, or pose a fire safety hazard.

Unnecessary loitering, noise, and smoking in storage areas are prohibited.

When using storage areas, it must be ensured that doors close and lock properly when passing through.

Storage rooms are intended for residents only. A maximum of one set of car tyres may be stored in the personal storage unit. Flammable liquids, bottled gas, or other flammable substances must not be stored in storage rooms.

**VIOLATION OF THE RULES OF CONDUCT MAY
RESULT IN LIABILITY FOR DAMAGES OR
TERMINATION OF THE TENANCY AGREEMENT.**



***IN ASEMAKATU 43 KEEPING OF PETS IS NOT ALLOWED**

KEEP THIS GUIDE!



GENERAL EMERGENCY NUMBER 112

Kiinteistö Oy Pikipruukki

Koulukatu 19

65100 Vaasa

OPENING HOURS

Monday - Friday 10:00 - 12:00 / 13:00 - 15:00

TIMES ON CALL

During the property management office's opening hours, emergency services are handled by the office staff. Outside the office's opening hours, emergency services are handled by the maintenance company.

Key-related emergency services are provided by the maintenance company.



Kiinteistö Oy / Fastighets Ab
Pikipruukki

www.pikipruukki.com