

Division of responsibilities table for rental residents

Object or task	Performance responsibility		Cost responsibility		Note!
	Professional or specialised shop	Resident	Resident	Company	
Keys and locks					
Maintenance and repair of the apartment lock	x			x	
Acquisition of additional keys	x		x		Inform the property manager, who will order the key
Oiling of the apartment lock		x	x		According to the manufacturer's instructions.
Serialisation of locks in the apartment if the key is lost (does not apply to electrical locks)	x		x		
Installation of a safety lock	x		x		Spare key to maintenance company (1 pcs), the safety lock is left in apartment when moving out and all keys are returned to the maintenance company
Installation and maintenance of safety chain, peephole, hinge pins or anti-pick plate	x		x		Left in the apartment when moving out

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	Professional or specialised shop	Resident	Resident	Company	
Apartment exterior doors					
Lubrication of hinges and original lock		x	x		According to the manufacturer's instructions.
Repairing and replacing gaskets	x			x	
Repair of the door and its original equipment	x			x	
Cleaning, snow removal and anti-slip protection in front of the door and your own courtyard corridor		x	x		

Object or task	Performance responsibility		Cost responsibility		Note!
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Windows and balconies					
Repairing and replacing gaskets, centralised	x			x	
Repair of fittings and other equipment	x			x	
Replacement of window glass	x			x	
Repairing and replacing frames	x			x	
Refurbishment of balcony surfaces	x			x	
Cleaning the balcony water outlets		x	x		
Balcony cleaning and sanitation		x	x		
Washing balcony railing (from the inside)		x	x		
Balcony glass washing		x	x		
Repair and maintenance of balcony glazing	x			x	
Snow removal from balcony and roof terrace		x	x		With a bucket to the bathroom
Installation of sunshade curtain for balcony glazing	x		x		Alteration permit from the property manager, use Avain's partner, left in the apartment when moving out
Hooks for hanging baskets attached to the balcony ceiling	x		x		Alteration permit from the property manager, use Avain's partner, left in the apartment when moving out

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Windows and balconies					
Installation of wire mesh on the balcony	x		x		Alteration permit from the property manager, use Avain's partner
Installation of blinds between the windows	x		x		Left in the apartment when moving out
Installation of blinds on the terrace or balcony door	x		x		Left in the apartment when moving out
Maintenance and repair of self-installed blinds and sunshade curtains	x		x		
Maintenance and repair of blinds and sunshade curtains belonging to the apartment's furnishings	x			x	
Cleaning the windows		x	x		

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Apartment interior partition doors					
Lubrication of hinges and locks		x	x		
Repair of doors and their original equipment	x			x	
Painting of doors and frames	x			x	

Object or task	Performance responsibility		Cost responsibility		Note!
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Wall, ceiling and floor surfaces					
Wall painting and wallpapering	x			x	
Repair of wall surfaces in wet areas	x			x	
Repair of the sauna paneling	x			x	
Painting ceiling surfaces	x			x	
Repair and replacement of floorings	x			x	
Monitoring the condition of surfaces in wet areas		x		x	

Object or task	Performance responsibility		Cost responsibility		Note!
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Fixed furniture and cabinets					
Painting furniture	x			x	
Refurbishing furniture	x			x	
Refurbishing the dishwashing table	x			x	
Repair and refurbishment of apartment sauna benches	x			x	
Wash benches once a month		x	x		The frequency of washing depends on the amount of use of the sauna, a bench cloth must be used when using the sauna.
Treatment of benches after washing and drying with a colourless protective coating intended for saunas once a year		x	x		

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Heating					
Bleeding and basic adjustment of radiators	x			x	
Repair and maintenance of radiator valves/thermostats	x			x	
Cleaning and leakage monitoring of radiators		x	x		
Repair and maintenance of the air-source heat pump	x			x	
Cleaning and vacuuming of air-source heat pump filters and indoor unit		x	x		See the device manual for more detailed instructions. If you need help, ask your maintenance company or property manager
Maintenance and repair of electric radiators and underfloor heating	x			x	

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Ventilation					
Cleaning the exhaust valve		x	x		If you need help, ask your maintenance company.
Adjustment and repair of the exhaust valve	x			x	
Cleaning the front grill of air supply valves in apartments with apartment-specific ventilation unit		x	x		If you need help, ask your maintenance company.
Cleaning the ventilation ducts	x			x	
Cleaning the make-up air valves		x	x		If you need help, ask your maintenance company.
Cleaning or replacement make-up air valve filters		x	x		
Purchase of new filters for make-up air valves	x			x	
Cleaning the cooker hood grease filter once a month		x	x		If you need help, ask your maintenance company.
Purchase of a new grease filter for the cooker hood	x			x	
Repair of the cooker hood	x			x	
Connecting the dryer	x		x		Devices which are connected to the drainage
Cleaning and replacement of ventilation unit filters in the apartment	x			x	Professional 2 x year
Purchase of new filters for apartment ventilation unit	x			x	

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Water and sewage equipment					
Cleaning and decalcification of tap nozzles and shower handles		x	x		
Basic adjustment of tap flow rates	x			x	
Replacement of shower hose and bidet	x			x	Maintenance company installs
Repairing and replacing taps	x			x	
Toilet repair	x			x	
Repair of washbasins	x			x	
Connecting the washing machines	x	x	x		Always use a no-return valve. If necessary, installation by a professional shop.
Installing the dishwasher (for apartments not equipped with a dishwasher)	x		x		Installation by a professional shop. Request a certificate of installation and keep an invoice copy of the installation
Maintenance and repair of a self-installed dishwasher	x		x		Repairs by a professional, keep a receipt copy
After removing the dishwasher, plugging the water and sewage pipes	x		x		The resident is responsible. Use a professional shop and keep your receipt
Repair of a dishwasher included in the apartment's furnishings	x			x	
Maintenance of dishwasher and washing machine during use		x	x		Cleaning the lint filter and drain filters/strainers once a month
Cleaning the water lock and odour trap		x	x		Four times a year. If you need help, ask your maintenance company.
Cleaning of floor drains 4 times a year, more often if necessary if the drain does not drain properly		x	x		Four times a year, more often if necessary if the drain does not drain properly. If you need help, ask your maintenance company.
Repair of water locks and floor drains	x			x	
Unblocking drain blockages	x			x	
Monitoring taps and toilets for leaks and continuous gurgling		x	x		
Washbasin plugs	x			x	
Reading an apartment-specific water meter	x	x		x	On a case-by-case basis, depending on whether the meters are easy to read
Monitoring and cleaning the space below the apartment-specific boiler		x	x		
Maintenance of the apartment-specific boiler	x			x	

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Electrical devices in the apartment					
Procurement and replacement of lamps and fluorescent tubes		x	x		If you need help, ask your maintenance company.
Procurement and replacement of fluorescent lamp starters		x	x		If you need help, ask your maintenance company.
Repair of original fixed light fixtures and their covers	x			x	
Procurement and replacement of fuses		x	x		If you need help, ask your maintenance company.
Repair of sockets and switches	x			x	
Installation of interior lighting		x	x		
Procurement and repair of antenna connection cable		x	x		
Adding telephone and telecommunications cables		x	x		Alterations inside/through walls are forbidden.
Repair and maintenance of sauna stove	x			x	
Procurement and replacement of sauna stove stones		x	x		Washing the stones every year, replacing them every two years. Ceramic stones are prohibited due to the risk of overheating. Used and crumbled stones should be delivered to the local recycling point.
Vacuuming and cleaning of the back of refrigeration equipment		x	x		If you need help, ask your maintenance company.
Cleaning the condensation outlet in the refrigerator		x	x		Read the instruction manual for the refrigerator
Cleaning the back of the stove and the floor		x	x		
Cleaning the cooker, stove and oven		x	x		Immediately after becoming dirty, wait for the device to cool down first.
Repair and maintenance of stove and refrigerator	x			x	
Purchase, replacement, battery replacement of battery-powered smoke detectors. Responsibilities will change for the company on 1 January 2026.		x	x		1 alarm per starting 60 m ² , counted per floor
Testing the function of the alarm once a month.		x	x		
Replacement of the backup batteries of the smoke detectors installed in the house's electrical network and replacement of the alarm	x			x	
Testing the function of the smoke detectors installed in the house's electrical network once a month, reporting faults and battery depletion		x		x	1 alarm per starting 60 m ² , counted per floor
Chimney sweeping	x			x	
Repair of fireplace	x			x	
Ash removal from the hearth into a metal bucket		x	x		
Procurement and storage of firewood		x	x		

Object or task	Performance responsibility		Cost responsibility		Note!
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The apartment's own courtyard area					
Cleaning the yard		x	x		
Lawn and shrub maintenance		x	x		
Painting the partition fences on your own side	x			x	
Eradication of harmful plants		x	x		
Snow removal and anti-slipage for the walkway to the apartment		x	x		
Monitoring of snow loads and icicles	x	x		x	Notification to the maintenance company immediately when you have observed icicles on the eaves or a snow load at risk of falling on the roof edges

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Other yard areas					
Picking up your pet's droppings from your own and the common yard area		x	x		
Snow removal from your own parking space and between your own and your neighbour's parking space.		x	x		
Locking the heating pole after use and removing the block heater cable from the pole so that it does not hang		x	x		
Monitoring of snow loads and icicles	x			x	Notification to the maintenance company immediately when you have observed icicles on the eaves or a snow load at risk of falling on the roof edges

Object or task	Performance responsibility		Cost responsibility		Note!
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Other					
Insurance of apartment movables and interruptions of occupancy with home insurance (comprehensive insurance including liability and interruptions of occupancy)		x	x		
Concluding an electricity contract for the apartment and maintenance of the electricity contract for the entire duration of the lease agreement		x	x		
Damage to an apartment or property caused by a resident bringing containers and equipment containing more than 30 litres of liquid (e.g. aquarium) into the apartment	x		x		Check the home insurance policy
Immediate reporting of observed defects in the apartment and house to the maintenance company		x	x		
Immediate notification to the property manager of any observed breaches of house rules or, for example, of night-time noise disturbances		x	x		
Monitoring of the cleanliness of waste points and other yard areas throughout the property	x	x		x	Notification to the maintenance company or property management of overfilled containers/uncleanliness
Sorting of household waste according to the waste fractions at the waste point		x		x	
After the termination of the lease agreement of the apartment, the presentation of the apartment to the viewers during the day and evening hours.		x	x		
Compliance with the terms of the agreement, its appendices, the house rules, the current housing guide and the table of responsibilities, both by yourself and your guests		x	x		