

## APARTMENT INSPECTIONS AND RETURNING THE KEYS

**The preliminary inspection of the apartment** shall be carried out no later than 14 days from the date of this letter. Our apartment inspector will contact you and notify you of the time of the preliminary inspection, in which the general condition of the apartment is assessed for resale and possible repairs following the move.

In the preliminary inspection, any alteration work by the resident is reviewed and, if necessary, agreements are made with regard to restoring them to the original condition.

The preliminary inspection can also be carried out without you being present. However, please ensure that any safety locks or pets do not prevent or obstruct the preliminary inspection.

**The move-out inspection of the apartment** is carried out on an empty and cleaned apartment (see section Move-out cleaning) on the expiry date of the agreement. In the move-out inspection, the condition of the apartment at the time of transfer is assessed. If you want to be present during the move-out inspection, please agree on the time with the apartment inspector in good time.

You can find the apartment inspector's contact information on our website.

To avoid additional costs, please make sure that the apartment is empty and cleaned by the time of the move-out inspection. Any re-inspection or cleaning will be charged in accordance with the customer invoicing price list or the actual costs.

In the move-out inspection, the general condition of the apartment is assessed and any damage is recorded. Normal wear and tear of the apartment does not result in any additional costs for the resident. On the other hand, damage and defects that deviate from normal wear and tear always lead to the withholding of the security deposit and potentially also the right-of-occupancy fee. You can avoid additional costs by considering at least the following:

- Plug open water and drain connections (dishwasher or washing machine).
- Defrost the freezer under supervision (water melting onto the floor results in water damage). Switch off the power and make sure that the refrigerator and freezer doors stay open.
- Clean thoroughly.

**Return all keys by 12:00 noon on the end date of the agreement.** If the end date of the agreement falls on a weekend or public holiday, please return the keys by 12:00 noon on the following weekday. You can check the return address for the keys on our website by searching for the property's contact details on the Isännöinti, huolto ja vastikevalvonta page. Please note that keys must never be handed over directly to the new residents or left in the apartment.

If any of the original keys are lost, the locks of the apartment will be serialised or reprogrammed. We do not accept any copies of keys that you may have had made. The costs shall be charged in full in accordance with the resident invoicing price list. If your apartment has a security lock, please leave the security lock open and return the keys to the security lock when handing over the keys. Also return any other keys in your possession (e.g. laundry, parking hall or storage spaces)

## **PARKING SPACE**

If you have a parking space reserved under a separate agreement or a charging contract with another service provider, please terminate the contract in good time in accordance with the service provider's instructions.

## **VALID HOME INSURANCE AND ELECTRICITY CONTRACT UNTIL THE END OF THE AGREEMENT**

Valid comprehensive home insurance, including liability insurance components, and an electricity contract are required throughout the entire contract period until the end of the notice period. To avoid any unpleasant situations, please do not terminate your contracts before this.

## **BROADBAND PROVIDED BY THE HOUSING COMPANY**

Please terminate your broadband contract by contacting your service provider. This also applies to the free broadband provided by the housing company, as the contract is not terminated automatically when you move out.

## **SHOWING OF THE APARTMENT**

We offer vacant apartments to new applicants already during the notice period. If you have given your consent in connection with the termination, applicants interested in the apartment can contact you and agree on an apartment showing directly with you. If you want to move out before the transfer period ends and the new resident is ready to accept the apartment earlier, your agreement can be terminated earlier. Your payment obligation will end earlier, and you will receive the security deposit and right-of-occupancy fee back earlier. This will be agreed separately in writing with sales.

## **RETURNING OF THE RIGHT-OF-OCCUPANCY FEE AND SECURITY DEPOSIT**

We will return the right-of-occupancy fee and security deposit in full once the move-out inspection of the apartment has been carried out, occupancy of the apartment has been transferred, all keys have been returned, the obligations of the right-of-occupancy agreement have been fulfilled and the original signed agreement has been delivered to the sales office.

If the agreement has been pledged as security for a loan, the payments will be returned directly to the bank. Please contact your bank to arrange the refund.

## **Avain Asunnot**

040 640 4800

[asiakaspalvelu@avainyhtiot.fi](mailto:asiakaspalvelu@avainyhtiot.fi)

## **MOVE-OUT INSTRUCTIONS FOR RESIDENTS**

### **MOVE-OUT CLEANING**

#### **Kitchen:**

- Thoroughly clean the inside and outside of the stove and oven: the cooktop, oven, lower drawer, baking trays, the sides of the stove and the space behind the stove.
- Clean the refrigeration units from the inside and outside, along with the backsides and seals.
- Defrost the refrigeration units under supervision. After defrosting, switch off the units and leave the doors open.
- Wipe the kitchen cabinets from both the inside and outside, along with their handles.
- Clean the ventilation valves and, if applicable, the cooker hood and grease trap.

#### **Bathroom and toilet:**

- Wash the toilet seat and sink.
- Wipe the mirror and cabinet.
- Wash any shower walls and bathroom walls.
- Clean the floor drains.
- Wash the showerhead and mixer.

#### **Apartment sauna:**

- Wash the sauna benches.
- Wash the glass surfaces of the sauna door.
- Clean the floor drains and ventilation valves.

**Walls and floors:**

- Vacuum and wash all floor surfaces and mouldings in the apartment, or wipe with a damp cloth.
- Clean stains on doors and walls.
- Wash the windows (in winter, only the inner surfaces and wiping between the windows with a dry cloth).
- Also remove any dust and dirt from the window sills, window casings and trickle vents.
- Clean the radiators and heating pipes of dust and dirt.

**Doors, cabinets and other surfaces:**

- Wipe the doors and cabinets from both the inside and outside, along with their handles.
- Wipe the sockets and switches.
- Also wipe all the other flat surfaces.

**Storage spaces and other premises:**

- Vacuum the storage spaces belonging to the apartment.
- If the lock of the storage vault has been serialised with the apartment, leave the lock for the storage in place. Please make sure to remove your own locks from the storage.

**Clean the balcony and/or the yard of the apartment:**

- Empty the balcony, the yard of the apartment and the storage spaces.
- Wash the balcony glazing (not in winter).
- The removal of any structures installed by the resident is reviewed in the preliminary inspection.
- Remove any pet droppings from the yard.
- Mow the lawn if the season allows it.
- Remove weeds, leaves and any plant waste.

Clean the surfaces of all ventilation valves in the apartment and their surroundings by wiping the dust without removing the valve plate or grille.

**Leave the parking space (hall, garage) tidy.**

No windows or doors may be left open when leaving the apartment. Failure to carry out the move-out cleaning will result in the apartment being cleaned again and the deposit being withheld.

**FIRE ALARMS AND BLOWN-OUT LAMPS**

Test that the fire alarm(s) in the apartment are in working order. Report any faulty fire alarms to the maintenance company. Leave the fire alarm(s) in place when moving out.

If the fixed luminaires in the apartment have burnt-out bulbs, please replace them with working ones.

**MOVE-OUT NOTIFICATION AND THE STATUTORY MOVE NOTIFICATION**

Submit a move-out notification to the maintenance company by using the form on our website ([avainasunnot.fi/en/for-residents/for-right-of-occupancy-residents/when-you-move-out](https://avainasunnot.fi/en/for-residents/for-right-of-occupancy-residents/when-you-move-out)) or by sending a free-form email.

Please note that the move-out notification is not a substitute for an official move notification to the Population Information System.

When you move permanently to another address, submit a move notification to the Digital and Population Data Services Agency within one week of moving. Also submit a change of address notification to Posti. You can conveniently submit both notifications at [www.muuttoilmoitus.fi](https://www.muuttoilmoitus.fi)

**PRICES INVOICED FROM RESIDENTS**

Avain Asunnot has the right to charge the resident for keys lost due to a breach of contract, repairs to the apartment or negligent move-out cleaning. The current resident invoicing price list is available on our website at [avainasunnot.fi/en/for-residents/for-rental-residents/when-you-move-out/prices-invoiced-from-residents](https://avainasunnot.fi/en/for-residents/for-rental-residents/when-you-move-out/prices-invoiced-from-residents). Avain Asunnot also reserves the right to invoice the customer based on the actual costs.