



KIINTEISTÖ OY KUMMATTI

Ratsukatu 7 B

92150 RAAHE

www.kummatti.fi

TENANT'S GUIDE

IMPORTANT PHONE NUMBERS

Office 044-710 7379

Office hour:	Mon – Wed	9.00-15.00
	Thurs	9.00-16.30
	Fri	9.00-15.00

Fault / Service Messages

Maintenance man 044-710 7010

Door openings

during the day 6.30.-22.00 044-710 7010

door openings at night 22.00-06.30

Raahen Turvallisuus-Vartiointi Ky 08-221 300

Housing advisor

Mirva Kuosmanen 044-506 9700

mirva.kuosmanen@rsa.fi

Address: Kummati office Ratsukatu 7 B.

Housing advisor provides help and advice in various housing-related problems. Housing advice is confidential and free of charge. The aim is that the tenant's situation will improve and housing could continue normally.

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1 Welcome home!

The tenant guide's purpose is to familiarize you and your family to your new home, to make sure that you know your rights and duties as tenant and also to guide you in all other questions you have about housing. Kiinteistö Oy Kummati is almost hundred percent Raahe city owned company that manages its owned rental apartments. Kiinteistö Oy Kummati has about 1000 apartments.

2 Safe housing

The rental agreements of Kiinteistö Oy Kummati are usually valid until further notice. The aim is that the housing security should be the same as in proprietary house as long as the tenant takes care of his/her own duties. The condition of the apartments will be observed and maintained constantly by making real estate views and continual short- and long term maintenance- and repair plans.

Maintenance of the real estate will focus on maintaining the apartment's equipment level and housing comfort. It's based on the building's life-cycle approach which will prevent the building to reach the poor state. This tenant's guide will give some hints about how to keep the housing comfort up and how the tenant itself can affect on that how big his/her rent is.

In the tenant's guide you can find out how we handle things in Kiinteistö Oy Kummati.

The housing comfort and expenses depends much on the tenants' cooperation, how they pay attention to the other tenants and how they fill up their own duties. Tenants can save some management expenses by participating in voluntary works and keeping places clean.

3 The rental agreement

The rental agreement will be made in Kiinteistö Oy Kummati office, in Ratsukatu 7 B 92150 Raahe. Mostly the rental agreement will be made valid until further notice but/and in some exceptions we will use fixed-term rental agreement. Termination is in accordance with the Act on Residential Leases. You can book a sauna shift and/or a parking place when you are making the rental agreement if you want. The collateral has to be paid before we give keys. The collateral amount equals 1- 3 months' rent.

The collateral will be returned when you move out and after the apartment is inspected, if the apartment is in good condition and rents are paid. For the collateral you will not be paid interest or any kind of profit. You will get the keys from Kiinteistö Oy Kummatti office at the same time when you make the rental agreement.

Check instantly the apartment and its equipment's condition when you move in. Write down all faults and lacks which you have observed into the apartment inspection form. You will get the form while signing the rental agreement. Return the inspection form within a week to Kiinteistö Oy Kummatti office, because when you are moving out this form will tell those lacks that possibly were in the apartment when you moved in. Renting the apartment forward without Kiinteistö Oy Kummatti permission is denied and it will cause instant termination of the rental agreement.

Remember when you move in

- to make moving announcement to the register office
- to make an electricity contract
- to order the internet line transference from the Tele Operator
- to make mails re-sending contract with the Post Office
- banks and insurance companies
- magazine orders, organizations and associations address registers
- friends and relatives

4 Tenant have rights and duties

Payment of the rent

Each tenant itself is responsible for the rent payment. You have to pay the rent by each months 3rd day at the latest, with the rent payment forms which are delivered by Kiinteistö Oy Kummatti. The banks will handle their account clients rent payments on time, if there's made a contract of it. In connection with the rent will also be charged the fees of the sauna shift, the parking place, the water and the other optional benefits. Unless the additional charges aren't marked in the payment form, then add them yourself. You can get the prices from the office in contact with booking. If the tenant fails to pay the rent and other payments by the due date, from over time will be charged the penalty interest according to the Interest Act. You can receive rental invoices also E-payment in your Netbank.

The rental agreement could be terminated and tenant evicted if he/she fails to pay the rent for 2 months and it will also cause note to the credit history. The eviction can be implemented also if tenant's way of life disturbs the other tenants of the building. The evicted person can't get rental apartment from our company, not even later. If you have financial difficulties and you can't pay your rent on time, do the following:

- Contact instantly to our rent controller, so that problems can be handled before the unpleasant decisions.
- Check your rights to Kela's housing benefit.
- Find out your chances to social service's income support.

Belief is not worth of the knowledge:

Finding out your rights may prevent the eviction.

Rules of Order

Lessor and tenant's responsibilities and duties are regulated in the Act on Residential Leases, in the Public Order Act (Regulation No 612/2003) which came into force in 1/10/2003 and also in the building's Rules of Order. The rules have been made for maintaining the tenants comfort and safety, so compliance with them is everyone's benefit. The tenant will also be responsible for that his/her guests obey the Act on Residential Leases and the Rules of Order. Breaking the Rules of Order may cause liability for the damages or termination of the rental agreement.

Rules of Order can be found later in this guide.

Use of common premises

Housing coziness and comfort also depends much on that, how well cared and cleaned the building common premises and courtyard is. The first impression of the residential area, the building and the tenants consists precisely of those extensions of the apartment.

Stairwell and elevator

Stairwell and elevators are building's most used common premises but they don't still fit for meeting- or playing ground. Sake of fire safety, items has to be kept only in places that are meant for them. Stairwell is not the place where to keep e.g. children's wagons. Stairwell doors usually have electricity locks and they will be locked automatically for the night. After that the person who passes through the door must ensure that the door will be locked.

Smoking

The Tobacco Act and the building's Rules of Order denies smoking in all the common and general premises, also in the elevators. You should avoid smoking in the apartment because we have to make so called encapsulation painting which will be charged from the tenant.

Storages

In the building there are own storages for the outdoor equipment such as bicycles and skis and usually for children's wagons too.

The outdoor equipment storage isn't a playground. It's everybody's self-interest to make sure that the doors are locked. In the building there is a separate personal property storage for each apartment, which the tenant itself has to ensure to lock. And if the building has a separate cold basement closet, the tenant itself has to ensure to lock it as well. You are not allowed to keep petrol canisters, gas or other combustible liquids in indoor premises.

Laundry room

Tenants can use the laundry room for free. Laundry room usage instructions and usage times can be found on laundry room wall. Building's washing machines don't endure the weight of wet carpets.

Drum drier

You can use the drum drier also with the laundry which you have washed in home same conditions as the drying room. Continuous drying in the apartment can cause bad moisture damages if you don't take sufficient care of the ventilation.

Sauna

You can book the sauna shift from Kiinteistö Oy Kummati office. Sauna shift is meant for tenants' usage. Leave the sauna cleaned after use, as you would like it to be when your sauna shift begins. Equip yourself with your own bench covers. You are not allowed to take pets or smoke in the Sauna premises! Air-conditioning is arranged on centralized as a mechanical removal. The air-conditioning adjustment belongs to professionals. Washing the steam room and benches before and after the sauna, will shorten the life of timber structures and at worst case it will cause rotting in wood components and even mold damages. You are not allowed to take plastic toys in the steam room.

It's not allowed to color hair or use sauna honey etc. (e.g. tar) in the Sauna premises, because they stick in the sauna benches and it's impossible to remove them.

Yard and play areas

The common voluntary work and the tenant's independent initiative increases comfort and help you to familiarize with your neighbors. Play areas and –equipment is meant for children's usage. You are not allowed to walk your pet in those areas according to the rules of order. The apartment's maintenance responsibility belongs to the tenant.

Parking

You can ask about parking places with an electrical outlet from Kiinteistö Oy Kummatti office. The lid of the electrical outlet must always be closed. Do not leave the wire hanging from the bollard. In the parking area there are reserved parking places for the tenants of the building. There are also few parking places for visitors. It's not allowed to park vehicles in anywhere else than places that are reserved for them. It will cause a parking ticket if you park car in some other place. It's absolutely forbidden and extremely dangerous to play in the car parking place. Parents are also liable to pay for possible damages what their children have caused to the vehicles.

Traffic in the yards

It's not allowed to drive a vehicle on the yard roads or sidewalks with the exception of necessary alarm and maintenance driving. Wrongly parked cars impede e.g. snow plowing and road sanding in the winter. Tenants can drive and park their cars in the yard area only for loading and unloading their belongings. If you have any other reason to drive in the yard area, we hope special caution and slow situation speed, because there are playing children in the yard. Parking against traffic signs is a criminal offense and from it will be made notification to the police and the parking administrator. It's not allowed to keep junk vehicles in the yard and parking places. The vehicle's owner is responsible to pay for the transporting expenses.

Pets

It's allowed to keep ordinary pets as long as they don't disturb the other tenants or cause any damage to the apartment (exceptions are shared flat dormitories, where you are not allowed to take any kind of pets). It's not allowed to practice professional breeding or tending with dogs, cats or other animals. That kind of action could cause termination of the rental agreement. Pet owner needs to take care of that the animals don't get to scare or cause any danger or damage.

Keep pets on a leash in the courtyard. The dog must not disturb the environment or the tenants of the building with barking or howling continuously. It's absolutely forbidden to keep pets in the general premises (sauna, laundry room).

According to the Public Order Act dogs and cats must be kept on leash in the general area, including the building courtyard. Pets aren't allowed to enter in the children's sand boxes or play areas. The pet's walker has to take away the animal's excrements immediately. Animal's owner has to pay for the damages that are caused by his/her pets. Children's sandbox sand exchange costs will be invoiced from the owner of the dog or cat. It's absolutely forbidden to feed birds and squirrels in the balcony or in the yard area. Birds and squirrels contaminates the courtyards and balconies, spreads various diseases and in addition, the food wastes attract mice and rats.

5 Housing safety and insurance

Lock right

Double-lock your apartment door when the apartment is empty. When necessary, the maintenance man will advise you how to do it. Any valuable item is not in favor of keeping in the basement-, attic- or outdoor storage. In unheated attic or outdoor storage, items that are sensitive for moisture don't keep in good condition.

I forgot my key

The maintenance man etc. will open the door only to the person who officially lives in the building. In all cases the tenant has to prove his/her identity and he/she will be charged for the door opening fee. Kiinteistö Oy Kummatti will charge the tenant and will take invoicing extra in addition to the door opening fee. Unpaid door opening fees can be collected. It is therefore advisable to keep the keys with you. In addition, Kiinteistö Oy Kummatti requires that the former door opening fees has been paid.

Door opening fees

On weekdays	06.30-15.30	20 €	On-call 044-710 7010
	15.30-22.00	40 €	On-call 044-710 7010
	22.00-06.30	60 €	Raahen Turvallisuus-Vartointi Ky
At weekends, on holidays			phone. 08-221 300

The keys have been lost

The tenant has to notify the office of the lost key and then the lock will be changed instantly. Lock will be changed also if all keys haven't been returned or Kiinteistö Oy Kummatti finds out that the keys have been replaced with the so-called pirate copies. The difference between received and given keys will be revealed when you move out. When the tenant informs about the lost key, he/she have the opportunity to choose from that:

- will the lock be changed immediately
- or in contact with moving out

Usually the first option is the most reasonable; because the costs in the future may not be any lower. At the same time the tenant has the security that any outsiders don't have keys to the apartment.

Fire alarm

In case of fire every moment is precious. Smoke fills a room usually within 2-3 minutes. The fire alarm reacts in smoke and wakes up a sleeping person. The rescue Act was included order of the smoke alarms. The Law came into force in 1 September 1999 and it obligated everybody to get operational fire alarm in their apartments. If the apartment has two floors, the fire alarm should be in both floors. The tenant will be responsible for getting the fire alarm, its installation and operating condition. Remember to change the batteries!

Remember home insurance

Estate's full value insurance will cover the damages to the building, but usually not the damages which are directed to the tenant's movables. For example, estate's full value insurance doesn't cover the damages that fire's smoke has caused to the tenant's movables. Similarly, any damage caused by water leakage, e.g. to furniture will not be covered. Take yourself a home insurance and find out the terms from your own insurance company.

6 How to act in threatening situation

1. Call the police

- General emergency number 112

2. Wait for polices

- Make notes about the people, vehicles, incident time etc.
- Don't go alone in the incident area; ask some of your neighbors to come to help if necessary.

3. Guide the police to the incident area if possible

4. Don't act alone; it's always possible that the criminal has a weapon.

5. Don't use violence, weapon or dog in situation. It can be considered as excess of self-defense. If you are protecting your life, home peace or property you are justified to use force.

Prevention of crimes and vandalism

- Check out regularly that building's locks and door pumps are working properly. Make announcement about possible shortages to the maintenance man/manager. Make sure also that the shortages will be fixed. Check out regularly building's common premises and parking places. This is how you can decrease criminals' chances to make any harm.
- Familiarize yourself with the other tenants in the building. Make observations of the people who dwell in the building and people, vehicles etc. which don't belong there.
- Active activity prevents considerably the crimes, decreases repair costs caused by vandalism and assuages the residential area.

If somebody has broken into your apartment

1. Call the police instantly.
2. Don't mess up offender's traces: fingerprints, footprints, don't touch any objects.
3. Ask if any of your neighbors have seen something concerning the burglary.
4. Make a list about the stolen property and deliver the marking information to the police.
5. After you receive the copy of the police report, deliver it to your insurance company in order to get the insurance money.

Remember to make safety mark and take photos of your valuable property.

7 Bathroom and apartment sauna

Bathroom is the most sensitive room space for moisture. After shower, it is advisable to leave the door open that it will dry faster. Continuous moisture will create circumstances for mold.

That's why you should:

- remove the water with a squeegee
- wash the shower curtain regularly with warm water, cleanser and brush
- wash the walls and floor with a cleaner every couple of weeks
- not install any cabinets or other dry spaces furniture to the wet spaces, which will expose to mold upon wetting
- wash and dry your laundry in the building's laundry room, drying room and drum drier, because continuously laundry drying in the bathroom will cause moisture damages.

Water fittings and drainage equipment

You should immediately notify Kiinteistö Oy Kummatti about leaking tap or constantly leaking toilet tank. In the kitchen drain is not allowed to flush food wastes or coffee grounds. You should not flush sanitary towels, diapers, cat litter or any objects into the toilet, because toilet may clog in most cases. The tenant itself has to clean the bathroom floor drains. If the apartment seems to have drain smell, the reason may be that the floor drain is dry. The water trap will work again by adding water to the drain.

Washing machine interfaces

The tenant is responsible for the costs of the washing machine's installation. If the apartment doesn't have washing machine or dishwasher connection capability, the work has to entrust for HVAC technician to do. All the water pipe connections must be pressure-resistant. The tenant must ensure when detaching the dishwasher or the washing machine that the drain outlet pipe and water supply pipe is plugged. Be sure to plug also the washing machine drain outlet pipe underneath the sink. In connection with the washing machine tap must always be the backpressure valve (suction cover). The tenant will be responsible for the leak damages which are caused by faulty washing machine connections. Insurance will not cover them either. When the washing machine is not in usage close the filling tap, because the continuous water pressure can break the water hose and cause water leakage.

Apartment's sauna

Keep the sauna heater turned on for 20 minutes and ventilate sauna well after use. Use the air condition in maximum power during the sauna and drying, if the apartment has so called apartment-specific removal. Do not water or wash the walls of the sauna with a hose it will cause moisture etc. damages. Sauna's heat will kill the bacteria. Wash all the surfaces of the benches regularly with alkaline detergent and a brush, rinse and dry sauna by heating it. For stubborn dirt, a good cleaning agent is chlorite; wash the benches with a brush and rinse (chlorite 1-2 dl / bucket of water).

8 Heat, ventilation and electrical equipment

Heating

Most of the properties are connected to the district heating network. In use there are also thermal produce methods which operate with an oil- and electricity boilers. Heat distribution to the apartments mainly happens through the radiator, which circulates the water. External thermostat controls the heating system. In the heat distribution room, the external thermostat regulates the temperature of the water what goes in circuit. The temperature of the water is based to the outdoor temperature. The tenant can adjust the temperature only from the radiator thermostat. Building's heat distribution network is balanced and the fore-adjustment values of the radiator are installed to the calculated values. It's not allowed, in any circumstance, to go change these adjustments. The heating doesn't work anymore as planned in some apartments if somebody has changed the values.

According to researches the suitable room temperature is about + 20 to 21 degrees. The best night's sleep you can get in a cooler temperature which is about + 19 degrees. By decreasing the temperature of one degree saves heating energy - 5%. Do not cover thermostat with the large furniture or curtains, because then it switches off the heating and the room cools down. In opposite way will happen if the thermostat is located near the ventilation window. When the ventilation window is open, the thermostat cools down and the radiator overheats and then the energy will go wasted. This will increase the costs of housing and will lead in to a bigger rent amount.

Ventilation

Mainly, there is in use so-called exhaust ventilation. In the apartment buildings there is an extractor on the roof of the building, which is turned on at either full or half power and it works with a clock controller. In the row house apartments, there is either apartment-specific house ventilator on the roof or so-called kitchen hood in the apartment. In the row houses the tenant controls the ventilation with a switch that can be found from the kitchen hood. Ventilation should be always on. Remember also to wash the grease filter in the kitchen hood often enough.

Remember following instructions about the air-conditioning:

- The air-conditioning should never be switched off (from your kitchen hood has been removed 0-position)
- 1-power should be used when you are not in the apartment
- 2- and 3-powers are normal usage positions
- 4-power should be used when you are cooking, using shower or sauna or laundry is dried inside the apartment
- Remember to read the instructions for kitchen hood from kitchen cabinet's door.
- Remember to wash the grease filter in the kitchen hood always when it's unclean.

The valve behind grease filter and also bathrooms, toilet's and wardrobe valves have to be washed every two months (valves can be detached for the wash with a twist move). You can do the washing e.g. using detergent and a brush. After washing, the dried valve will be installed back in its place. Remember that the gap value of valve should not be changed; the adjustment has been made so, that the right amount of air will leave from the apartment. If the gap value is changed, it will disturb the action of exhaust ventilation.

Don't dry large amounts of laundry inside the apartment and certainly not top of the doors or radiators.

Give the bathroom dry sometimes thoroughly and watch that the bathroom's hot water radiator warms up. Wash bathroom walls, ceiling and floor if necessary. If the ceiling has a brown spots, they are usually condensed traces of water drops and will come off with cleaning. The floor drain should be cleaned once a month.

Ventilation: short cross-draught is the best way to get the rooms fresh. Do not forget the windows open for all day, at least not in cold winter weather. If your apartment wet room (bathroom, toilet, and sauna) have a window, do not leave it open for a long time in cold or humid weather, it only increases indoor humidity and causes damage to the structures.

Drying laundry: remember to dry the large amounts of laundry in the drying room or outdoors. This saves your bathroom from too large moisture contents.

It's not allowed to install afterwards kitchen hoods which have to be connected to the exhaust air duct

Air circulating kitchen hood with active carbon filter can be installed on top of the stove but can't be connected to the exhaust air duct.

How do I reduce the smell of cooking?

The exhaust air valves operate more efficiently when the kitchen window is closed. If necessary, you can open a window in another room for make-up air. You should wash kitchen's grease filter which is in kitchen hood at least three times in year with water and detergent. Dust should be removed from the fresh air valve with a soft nozzle of vacuum cleaner or a dry brush.

Water fittings and water usage

Water and waste water charges are large costs. Hot water is almost two times more expensive than cold water. Consumption habits should be monitored to reduce water consumption. Leaks must be notified immediately to Kiinteistö Oy Kummati.

You should take into account connection way requirements of the sewer, water and electricity when installing washing machine or dishwasher. Make sure when you install a dishwasher that the installation will happen in the way that the property owner has approved. In other words, do not install it yourself. Under the machine has to be always put plastic vessel, made specifically for this purpose, which may be get from home appliance stores. The dishwasher and the washing machine water taps must always be closed after use.

Sewer operations

In the sewage system there should not be put any inappropriate waste such as solid household waste (potato, fruit etc. skins), coffee grounds, cigarette butts, newsprints, textiles, oils, gas, solvents etc.

Clean the drainage point's water traps and bathroom floor drains often enough in order to avoid sewer clogging. Water can evaporate from the water trap when it's unused for a long time, then the smell of sewer access to the rooms. When you are away for a longer time you could pour e.g. cooking oil into a water trap to prevent water evaporation.

Cleaning of the equipment

Between the frame and plate of the exhaust air valve will easily accumulate dust and in the kitchen usually also fat, often into a crack which is only a few millimeters. That's why it is very important that the valves are cleaned often enough e.g. with a brush and detergent solution. To do this the valves should be detached with its frames by rotating the frames anti-clockwise $\frac{1}{4}$ rounds.

Does it draught from all the doors?

The problem is not solved by raising the temperature inside, only for sealing the leak points. Unnecessary heat loss can be avoided by doing as following:

- Check the condition of the windows and door seals annually well before winter. If the draught is strong, please contact Kiinteistö Oy Kummatti.
- Ventilate the room a few minutes cross-draught in the mornings and evenings.
- Check that windows and doors are closed when you are leaving from your apartment.

Electrical equipment

Installation and repair of the electrical equipment should be performed only by installer who is authorized by public officer. The tenant itself should change the bulbs and the fuses that have burned. The tenant itself can put the lamp to the lamp coupler, so called sugar cube that are on the ceiling. Turn the power off from the main switch which can be found from meter board, before you put the lamp on the ceiling. Don't leave the lamps hanging just on couplers; you should hang them in the ceiling hook.

Sockets in the bathroom and most of the sockets in the kitchen are grounded. Just place the protection insulated or grounded plug into the socket. Bathroom socket should not be used during the shower or bath. You should not use electrical equipment in humid or outdoor premises which are connected to the ordinary socket outside the humid premises. For example, indoor use meant Christmas tree candles aren't supposed to use in the balcony in that way that the wire is pulled from inside to out, because it's extremely dangerous.

Stove and oven must be cleaned regularly so that they operate effectively. Refrigerator and a cooler should be defrosted at least once a month, if they don't have automatic defrost system.

Kitchen's refrigeration equipment and stove should be drag out of their places and clean background thoroughly at least twice a year.

Antenna devices

You need property manager's permission before you can install any additional/auxiliary antenna devices.

9 Maintaining the apartment

Kiinteistö Oy Kummati takes care of that the building stays in good condition. The tenant has to manage his/her own apartment carefully and take care of that he/she itself, family members or guests doesn't spoil the building's common property. The tenant is responsible to pay for accidentally or intentionally caused damages. Another basic rule of the repairs is that the lessor repairs fixed fixtures at his/her expense, unless they are intentionally violated. The tenant can carry out some renovation and other repairs in the apartment after making an agreement with the company. The renovation permit can be given under the requirement that repairs are carried out with reasonable skill. The company or a specialized shop will do the most of the small repairs and overhauls in the apartment. The tenant itself will deal with the quite small maintenance works.

In addition, the tenant can improve housing comfort by buying additional equipment at his/her own expense.

Repair responsibility

Kiinteistö Oy Kummati has the key role in the building management and maintenance matters. It also takes care of many practical matters related to the housing and the apartment repairs. The company will take care of the courtyard, make small repairs, corresponds functionality of the water-, plumbing-, heating-, ventilation- and electrical systems.

Our maintenance men repair damaged water and plumbing fittings, replace water- and heat pipe gaskets, open up clogged drains and open the door to them who has forgotten their keys. The maintenance men that are on call after working hours and at weekends will do the urgent maintenance and repair works.

You can reach the on call maintenance man from number **044 710 7010**; the number in Pattijoki is **0400 587 235**. Please note, that at weekends and after working hours' maintenance men will only do maintenance and repair work that requires immediate care.

Make an announcement about faults immediately!

Make an announcement to Kiinteistö Oy Kummatti immediately if you notice faults in your apartment e.g. bathroom floor seams are loose or water tap/toilet is leaking. Make the announcement immediately also if you notice faults in followings: in the structures of the building, common water- or plumbing pipes or electricity devices. This is the best way to avoid major damages which will come expensive for the tenants. It is also advisable to inform Kiinteistö Oy Kummatti about vandalism, so that the damages can be repaired as soon as possible. Notify police and Kiinteistö Oy Kummatti if you are a witness for vandalism that we can get the offenders to pay for the damages.

10 Waste management and –sorting

Waste collection, transportation and processing are expensive business. The waste law purpose is to decrease waste and to get usable material in utilization. The most important link of the waste management is the consumer - customer who also pays the cost of disposal in the housing expenses. That's why the recycling of usable goods and the purposeful sorting of waste is a common interest.

And yet as a small reminder, make your own family to know the fact that the garbage bags should be placed in the designated waste containers, and not just thrown them through the door. Detailed waste handling and sorting instructions can be found in doors of the garbage sheds.

11 Tenant democracy in Kiinteistö Oy Kummatti

Kummatti's tenant association club room is located in Ravikatu 1 H-staircase in the basement space, signage can be found in the stairwell. Association meets on Mondays from 17.00 to 18.00. Club activities' is taking a break in June and July and the Christmas period. In the premises there can be found a large meeting room, a kitchen with normal equipment level and comprehensive set of dishes, toilet-shower rooms and four rooms with a loom, rug warps 100 cm, 80 cm and poppana warps 50 cm as well as a sewing machine. Lots of storage space.

The membership fee is 7 € / year, membership is voluntary. If you want to come to weave, the wish is that the membership fee is paid. Then you get the key and you can weave on weekdays from 9.00 to 19.00, you only pay for warp you consumed. We will help you by advising how to weave as well as how the finished product is taken out of the looms.

You can rent the club room e.g. confirmation party. The rent is coffee package as well as cleaning, washing the dishes and garbage removal after use.

We weave rugs according to customer's needs.

You can donate us sheets, curtains, clothes which we will use for making wefts.

President of the Association:

Maikki Puolakanaho, tel. 050-411 7978

12 Organization

General meeting

The Board of Directors

Administration

- renting
- rent monitoring
- cleaning
- repair/maintenance

Kiinteistö Oy Kummati's Board of Directors is in accordance with the articles of association.

The Board of Directors

The company's Board of Directors consists of five ordinary members and two alternates. The meeting shall elect a president and vice president. Board of Directors members are elected by the General Meeting. The company has two ordinary and two alternative accountants.

Kiinteistö Oy Kummati – regional division

Maintenance and real estate affairs Tarmo Heiskanen 044-710 7071

Manager Piia Väyrynen 044-710 7082

Specific information about the regional division can be found in every building's staircases.

To develop our operations, we are pleased to receive customer feedback.

You can give us feedback e.g. by email huolto@kummatti.fi

13 Switching the apartment – moving out

When your housing needs is changing, please contact Kiinteistö Oy Kummati office. Because costs always follow the exchanges, just a desire to change the apartment is not sufficient ground; there must be a clear need or reason. For example, in mutual exchange, exchange partners accept the apartment in the condition as it is in exchange time. Generally, the exchange will not be done before the tenant has lived in the apartment for at least a year. **The tenancy that has lasted under two years the inspection payment of the apartment exchange is 200 € / exchange.**

Moving out from the apartment

When the tenant terminates the rental agreement, it expires on the next calendar month's last day, in other words the next entire calendar month from the termination month. The termination should be made verifiable to the lessor, in other words with a personal visit to our office or in writing. If the rental agreement has two signatures, then both should make the termination if both are moving out.

Divorce or common-law marriage's end

The simplest thing would be to agree between spouses which one will continue the tenancy. In this case, the one who's moving out will terminate the rental agreement at his/her own part and his/her responsibilities in tenancy obligations will come to an end according to termination. Always a divorce situation doesn't reach a consensus and then it is possible to bring that to court with an application.

Transferring the rental rights

The rental rights can be transferred to spouse or partner who already lives in the apartment, to child or parents. The transfer of the rental rights will be made in the Kiinteistö Oy Kummati office.

14 Terminating the rental agreement

Kiinteistö Oy Kummati has permission to terminate the rental agreement without term of notice if the tenant:

- fails to pay the rent on time
- transfers the rental right or hands over the management of the apartment against the law
- uses the apartment in other purpose what the rental agreement requires
- spends or allows to spend that kind of life that disturbs other people. The tenant is also responsible for disturbance what is caused by his/her visitors
- takes care of the apartment badly.

Remember!

Terminate your rental agreement on time.

Moving out announcement is not same as terminating the rental agreement.

You have right and chance to be present in the apartment inspection.

Find out when the apartment inspection will be held.

Return all the keys instantly to Kiinteistö Oy Kummati. If the tenant doesn't return all keys, we will change the locks at his/her expense.

Clean the apartment to that kind of condition that the new tenant doesn't have to start right away with cleaning (look the cleaning instructions). If cleaning is entirely or partly neglected, we will charge the cleaning expenses from the tenant.

15 Rules of order

Estates owned by Kiinteistö Oy Kummati

- 1.** Front doors have to be locked from 21.00 to 7.00. The person who leaves the doors open will be responsible for the possible damages. You are not allowed to transport your belongings in the elevator (look the elevator instructions).
- 2.** Stairwell cleanliness requires,
 - that when you are walking in the staircase you have to wipe your feet and move silently
 - that the apartments aren't ventilated to the staircase
 - that you don't release pets in the staircase without supervision
 - that you don't brush or dust clothes in stairwell
 - that you don't leave sport equipment or other things in stairwell
 - that you don't smoke in the elevators, stairwell or any other common premises.
- 3.** You can dust your carpets and beddings from the balcony on Tuesdays and Fridays from 8.00 to 12.00 and from 16.00 to 19.00 and on Saturdays from 8.00 to 12.00.
- 4.** Remember to take into account your wall neighbors and the other tenants in the building. The silence is from 23.00 to 7.00 and you are not allowed to disturb other people in that time. Disturbing activity is also that if you watch TV or listen to the radio too loud. Permission of the other neighbors may be allowed to organize family reunions etc. events which last longer than 23.00.
- 5.** When the tenant is absent for a longer time, he/she have to leave the key to a reliable person or inform Kiinteistö Oy Kummati office or the maintenance man in order to avoid possible fire or water damages.
- 6.** All the tenants can use the laundry and drying room. You can find the appointment book from the laundry room and there you can book the laundry time. It's absolutely forbidden to wash the carpets in the ordinary washing machines; they can be only washed in machines that are meant for it. It's not allowed to dry laundry or carpets in the balcony.

- 7.** That person, who ruins the structures, breaks the windows, scratches the walls or causes any other damages will be responsible for his/her actions. You have to inform the maintenance man or Kiinteistö Oy Kummatti instantly about possible water and pipe damages.
- 8.** Yard cleanliness requires,

 - that you don't trample on the lawn or the plants or harm them in any other way
 - that you don't keep your belongings in the yard without Kiinteistö Oy Kummatti permission
 - that you put your garbage in the bags and put them in the designated dustbins which lids must be closed
 - that you don't dust beddings or carpets from the windows
 - that you don't keep groceries, dishes or cleaning tools outside the apartment
 - that you don't set up bird feeder in the estate yards and not under any circumstances in that way that pigeons can eat from it. It's absolutely forbidden to feed pigeons.
- 9.** It's not allowed to make an open fire, to open the fire hatches or to leave the windows open in the basements, in the attics or in the balconies.
- 10.** It's not allowed to install TV etc. outdoor antennas without Kiinteistö Oy Kummatti permission.
- 11.** Cars have to be parked in the designated parking places. Bicycles have to be kept in the bicycle stands.
- 12.** In addition to above rules tenants have to obey what the general laws, government regulations, rental agreement and articles of association requires.



KIINTEISTÖ OY KUMMATTI