

Our responsibility chart clarifies who is responsible for repairs and maintenance. The tenant must always notify Hoas of any faults in the apartment. The tenant is required to maintain the apartment carefully. Any costs caused by carelessness, improper handling or negligence will be charged to the tenant according to the tenant charge sheet.

## Responsibility

## Additional instructions

**FIRE ALARMS**

Purchasing and maintaining a fire alarm	Tenant	
Maintaining, repairing and replacing a <b>mains-powered fire alarm system</b> (tenant must check that it is operational)	Hoas	If you are not sure which kind of system is used in the property, you can find out in hoas.fi

**FIXED APPLIANCES, EQUIPMENT AND FIXTURES IN THE APARTMENT**

Changing light bulbs; also the bulbs in the refrigerator, oven and range hood	Tenant	
Fuses in the apartment fuse box: changing blown fuses / resetting an automatic fuse back to working state	Tenant	
Testing the RCD / switching it back to working position	Tenant	For instructions, see e.g. Hoas.fi
Defrosting the freezer and cleaning the defrosting drain hole in the refrigerator	Tenant	Do not use a knife or other sharp object when defrosting the freezer
Purchasing an antenna cable or internet cable	Tenant	Internet cable needs to be an RJ-45 ethernet cable
Apartment lights and terminal block / ceiling connection box hook	Tenant	If any parts of the connection box are missing when moving in, the tenant must notify Hoas
Repairing and replacing light switches, power sockets, network sockets, TV aerial and phone sockets	Hoas	
Repairing or replacing the fixed appliances, furniture or equipment in the apartment	Hoas	

**HEATING**

Measuring the temperature in the apartment	Tenant	The temperature should be 20 degrees or higher in the living area
Repairing or replacing radiators or their parts, and purging air out of radiators.	Hoas	

**VENTILATION**

Cleaning the range hood grease filter	Tenant	For instructions, see e.g. Hoas.fi
Cleaning the exhaust and fresh air vents	Tenant	For instructions, see e.g. Hoas.fi
Repairing and replacing the exhaust and fresh air vents and filters	Hoas	Never block the air vents or close them entirely under any circumstances!

**BATHROOM FIXTURES AND DRAINS**

Cleaning the bathroom sink drain trap and the floor drain	Tenant	For instructions, see e.g. Hoas.fi
Cleaning the kitchen sink drain trap	Tenant	In the kitchen, using liquid drain cleaner is enough; you are not permitted to dismantle the drain trap.
Unblocking a clogged drain, if cleaning the drain trap and/or the floor drain is not sufficient	Hoas	If the tenant could have unclogged the drain (hair in the floor drain etc.), the maintenance visit will be charged from the tenant
Installation of a washing machine or dishwasher	Tenant	To use a washing machine, you must have home insurance
Plugging the washing machine water inlet and outlet pipes	Tenant	If the plugs left for the tenant do not fit, the tenant must find plugs that do fit
Purchasing the plugs for sinks and bathtubs	Tenant	If there are no plugs when you move in, let Hoas know
Fixing and replacing bathroom fixtures, like the sink	Hoas	Any unintentional damage caused by the tenant will be charged according to the tenant charge sheet

**WINDOWS, DOORS AND BALCONY**

Installing shades or Venetian blinds	Tenant	Must be left in place when moving out
Adding the tenants' names to the front door of the apartment	Tenant	Must be removed when moving out
Installing a peephole or safety chain in the apartment front door	Tenant	Must be left in place when moving out
Repairing or replacing window or door frames, insulation or glass panes	Hoas	
Cleaning the balcony and rainwater drain on balcony	Tenant	

**KEYS AND LOCKS**

Installing a security lock	Tenant	Only with Hoas' permission and according to instructions
Repairing a lock and recoding a lock	Hoas	Will be charged from the tenant if necessary

**SURFACES**

Painting the apartment and repairing/replacing the flooring material	Hoas	The tenant must never make structural or any other kind of changes to the apartment without permission from Hoas
--	------	--

**OUTDOOR AREAS**

Removing snow from stairs/paths that lead only to the tenant's apartment	Tenant	
Snow plowing work for parking space reserved by tenant	Tenant	Tenant primarily takes care of the snow work on his own parking space