

TENANT ACTIVITY GUIDE

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Guide for new tenant committee members

You have just been elected to join the tenant committee in your property. Congratulations! This guide will tell you in a nutshell what being a member of the tenant committee entails and what the tenant committee should take care of during its term. We have included examples of the forms the tenant committee uses, so that the first meeting with all its procedures may feel less complicated. We hope this guide will be helpful! Should you have any questions, Hoas Tenant Committees will be more than happy to help (tenantactivity@hoas.fi). In addition to this, you can ask the other members for help and look for ideas in the Facebook group [Hoas asukastoiminta / Hoas tenant committees](#). The Hoas website also offers information and form templates under [Tenants > Tenant activity](#).

Wishing you an enjoyable tenant committee term,
Hoas Tenant Activity
tenantactivity@hoas.fi

Tenant meeting and getting started

You have just attended a tenant meeting where tenant committee members have been elected from among the tenants, and assigned their roles in the committee. The tenant meeting is summoned by Hoas every autumn and the term of the tenant committee begins immediately from the tenant meeting, continuing until the next tenant meeting which is usually held in the following autumn. The tenant committee cannot appoint new official members in the middle of a term. New official members may only be elected at tenant meetings. All tenants are, however, welcome to help with tenant activities. A member can also drop out from the tenant committee during a term at their discretion or when their tenancy agreement ends. Tenant activities are based on the law on joint administration in rental housing ([Finlex](#)).

Tenant committees can also be summoned at other times besides the autumn, if it is necessary to gain new members in order to ensure the continuation of tenant activities. However, to organise a tenant meeting, you must always contact Hoas Tenant Activity, since the tenant meeting must be planned and advertised well in advance.

At the beginning of their term, the members of the tenant committee must submit their contact information to Hoas, so that the tenants may contact them. The easiest way to do this is by filling in and returning the tenant meeting participant list that is requested by Hoas. You should also remember to exchange contact details between yourselves and agree on where communication between tenant committee members takes place. The tenant committee should have a dedicated email account so that contacts from Hoas and the tenants can be directed to a shared, jointly monitored account instead of the members' personal inboxes.

Each tenant committee will have its own website under the Hoas website hierarchy. The tenant committee is responsible for updating these pages, and the pages should at the very least contain up-to-date contact details for the committee. A member of the tenant committee can request user credentials and additional instructions on updating the pages by sending email to tenantactivity@hoas.fi. The properties often also have their own Facebook groups, where the tenant committee can send notices to the tenants. It is advisable to inform the tenants on all channels when a new tenant committee is formed and provide information on how best to contact the committee. Please remember to always post these notices in both Finnish and English, so that all tenants have an equal chance to find information on tenant activities at the property.

Tenant committee meetings

The tenant committee activities are based on tenant committee meetings, where decisions are made on future activities and the use of budget allowances. Tenant committee meetings are open to all tenants and decisions are made by having a general discussion. However, when it comes to voting, only the official tenant committee members can vote.

The meetings of the tenant committee should always be announced to the tenants living in the property at least four days in advance, and the minutes from the meetings must be available for all the tenants to read. The notice may be posted either on the property notice board or in the property Facebook group, preferably both. This way, the activities of the tenant committee will be transparent to all the tenants and easily accessible.



The tenant committee meeting is quorate when at least half of the committee members are present, or, if the committee consists of only two members, both are present. Most importantly, minutes must be kept throughout the meeting. You will find a template for minutes at the end of this guide. The meeting and the minutes are otherwise free-form, but the minutes must always include a list of people present and all decisions that were taken, and the final version must be hand-signed by two tenant committee members. Hoas takes care of archiving the documents. In particular, purchasing decisions and their budgets must be clearly entered into the minutes, so that Hoas staff can later find the tenant committee decision on a purchase when the committee's statement of accounts is reviewed. The minutes must be sent to Hoas as soon as possible after the meeting either via mail or as an email attachment. Any receipts must always be submitted by post. If issues arise during the meeting that require input from Hoas, you should contact Hoas Tenant Activity separately about these, in addition to submitting the minutes to Hoas.

Budget allowances

The tenant committees receive a budget allowance for each calendar year for the purposes of their activities. It is not mandatory to use all the allowances during the calendar year, but any unused funds will not be transferred to the following year. The funds that the tenant committee did not use in the previous year can be applied for twice a year as an additional budget for improvements on shared facilities or for rewarding tenant committees. This request must be made on a separate application, which will be sent with instructions to the current tenant committee every spring and autumn.

At least 25% of the total allowance must be used for recreation and another 25% is to be spent on purchases. The tenant committee can allocate the remaining 50% freely to either recreation, purchases or both, as decided at the tenant committee meetings. The tenant committee decides on the use of allowance funds at the tenant committee meetings. Any decisions must be entered into the minutes. The decision must specify what is being purchased as well as the maximum budget for the purchase. It is also good to make a note of the person who is responsible for purchasing the item, if this is known at the time. The purchase can also be made by a tenant who is not a member of the tenant committee. The person responsible for the purchase buys the items and provides Hoas with an accounting form and the original receipt to have the item refunded.

If a single purchase costs over 200 euro, the tenant committee can ask Hoas Tenant Activity for a promissory note to make the purchase. There must be a decision recorded in the tenant committee meeting minutes about the promissory note, and this must specify what is being purchased, what the budget is, where the item will be purchased from (company name and contact details) and who

is responsible for making the purchase. The committee must also confirm that the promissory note is an acceptable payment method for the company. After submitting the minutes to Hoas, please also send a separate email message to Hoas Tenant Activity to request the promissory note. The promissory notes are not issued automatically based on the minutes, because promissory notes have a limited validity time and Hoas Tenant Activity cannot know when the tenant committee is planning to make the purchase. The promissory note will be given to the person responsible for making the purchase, who then buys the item with the note. The company invoices Hoas directly and Hoas pays the invoice out of the budget allowance for the tenant committee.

The purchase allowance can be used to buy items for the use of all tenants, for example a sewing machine, board games, a game console, a printer or gym equipment. The tenant committee has the right to control the use of such items, but they are still owned by Hoas. Thus, the tenant committee is not authorised to sell the items without permission and instructions from Hoas.

The allowance for recreation is provided so that the tenant committee can organise various events for the tenants, such as voluntary work days, game evenings, barbecue parties, movie nights, pre-Christmas parties and excursions. These events can be held at the shared facilities in the property or the tenants can also, for example, plan to go to the nearby movie theatre together for a movie night.

Expense claim forms

A statement of accounts is always filed by filling in an expense claim form, which needs to be sent to Hoas along with original receipts. The expense claim form is specific to each year, and particularly when stating travel costs, only the official form for the current year is acceptable. You will find a template for the statement of accounts at the end of this guide.

The recipient of the refund and their account details must be entered on the form. Refunds can be processed both to Finnish banks and to banks in other EEC countries. Refunds will not be sent to bank accounts in countries outside the EEC. The form must include the number of the minutes where the decision on the purchase can be found. The item cannot be accepted if a decision regarding it cannot be found in the minutes of a tenant committee meeting. This is why it is very important that the number of the minutes is correctly entered. Hoas staff will manually verify that there is a decision on each item in the tenant committee minutes before the expense claim form can be approved. If you declare several purchases on a single expense claim form, the numbers for the various minutes must be entered clearly and you must provide a detailed table that shows which purchase or event each amount was spent on. In addition to this, the purchases must be listed in a table according to their type (purchases, recreation and alcohol). The purchase prices listed in the form must not exceed the budgets specified in the tenant committee meeting minutes. The expense claim form must always be signed by two individuals – the recipient of the expense claim form and a member of the tenant committee.

The original receipts for the purchases must be provided as an attachment to the expense claim form. It is recommended that you photocopy the receipts for the tenant committee's own archive, in case they are needed later for example for warranty reasons. If the purchase was made online, you must provide a receipt for a completed online bank payment in addition to any order confirmation or invoice received. If you need to add purchases that were made in a restaurant, you must provide an itemised receipt of all the items bought.

Tenant committee can also buy second-hand items from a private person. In this case the decision has to be written in to the minutes of the tenant committee meeting and the copy of the buying notice and the receipt of the purchase have to be sent to Hoas. The receipt can be written by hand

with a clear handwriting. The information about the product, price, date and contact information of seller and purchaser with signatures needs to be found on the receipt. For preventing the misconduct it is not appropriate to purchase items from tenant committee members.

When stating the cost of events or excursions, a list of participants must be provided to Hoas (as an attachment) in addition to the expense claim form, receipts and the minutes containing the decision. The list of participants is required to verify that the event took place and to estimate whether the cost of entrance fees or alcohol consumption is in line with the number of participants.

The forms can be either sent in the mail or brought to Hoas customer service when it is open. Since original receipts are required, the expense claim form cannot be filed via email (with the exception of online purchases). The envelopes and stamps required to send the form can be paid out of the tenant committee allowance, as long as this decision has been documented in the tenant committee meeting minutes.

The mailing address for the expense claim form is:
Hoas Asukastoiminta
PL 799
00101 Helsinki

Shared facilities

It is up to the tenant committee and the tenants themselves to decide how the shared facilities are developed and how many and what kind of events are organised there. However, for many tenants, the events and the use of the shared facilities at the property are the reason why they engage in tenant activities in the first place.

Almost all properties have at least a club room. If there are many shared facilities in the property, the tenant committee can modify some of them to suit different purposes, such as music, crafts or fitness uses. Any changes to the facilities must always be discussed with Hoas first, so that their structural suitability for the intended purpose can be verified. The committee may also cover the cost of these changes with an additional budget that can be applied for twice a year.

The shared facilities usually have separate keys and the tenant committee is responsible for managing them and lending them to the tenants. When keys are lent out, it is important to ask the tenant to sign the key borrowing form both when handing the keys to the tenant and when they return them. You will find the key borrowing form at the end of this guide. The tenant committee can manage the reservations in any way they choose, for example via an electronic or paper calendar or by email reservations. If keys are lost, the tenant committee must contact Hoas Tenant Activity, and any new keys and lock recodings will need to be covered by the tenant committee out of their budget allowance, according to the tenant committee charge sheet (attached).

The number of keys and the status of tenant activities is checked yearly, when Hoas asks the tenant committees to fill in a report of their activities for the past year, a tenant activity plan for the coming year, and inventory of items and a storage plan as well as a key and facility inventory before the end of the year. The forms can be found on the Hoas website and the due date for submitting them is always by the end of January. Submitting all these documents properly completed is a requirement for receiving the committee's allocated funds for the following year. More detailed instructions for filling these forms and submitting them will be sent to all tenant committee members yearly when these reports are due.

Events

The shared facilities can also be used as event venues for the tenants living in the property. In addition to the suggestions made by the members of the tenant committee, ideas for various events can also be sought from the tenants themselves. Traditional events include voluntary yard work days in the spring and autumn, a welcoming event for new tenants in the autumn and pre-Christmas parties. Other ideas might include board game evenings, barbecue parties and Sunday brunches. The quiet times as outlined in the rules and regulations are to be observed also in the common facilities, and other tenants must be considered at all times.

An event that is well planned is already half done. The first thing to do when planning an event is to enter a decision on the matter into the tenant committee meeting minutes, along with a budget. It is always advisable to record a maximum budget in the minutes for the total cost of the event, inclusive of all purchases. Communication about the event should be started early enough via as many channels as possible, in English as well as Finnish, to spread information about it to as many tenants in the property as possible. Notices should be posted at least on the property notice boards or on an electronic channel like a Facebook group, preferably both. Asking people to sign up for the event beforehand is a handy way to get a ballpark estimate on how much food and drink will be needed, and this is important information especially when alcohol is served, as the reasonable amount of alcohol as decreed by Hoas and the tenant co-operation body is a maximum of two standard drinks per adult participant.

During the event the most important thing is to enjoy meeting your neighbours and maintaining the community spirit. The participants' names should be recorded in a list of participants, which needs to be given to Hoas after the event, along with the expense claim forms and receipts. The list of participants provides proof to Hoas that the tenant committee has actually held the event that the purchases and expense claim forms are for. It is also a good practice to remove notices and advertisements once they are out of date, in order to minimise misunderstandings and confusion, and to keep the stairways tidy.

The role and communications of the tenant committee

The purpose of the tenant committee is to act as a messenger between Hoas and the tenants. The tenant committee gets feedback from the tenants via their meetings and their communication channels concerning the common facilities and the property, and it is their duty to report these to Hoas. Most matters can be forwarded to Hoas Tenant Activity' email address, from where they will be directed to the appropriate address, but when there is an obvious fault, these should be reported via the [fault report form](#) on the Hoas website.

In matters concerning for example quiet times or waste sorting, the tenant committee can post a friendly reminder on the property communication channels when an issue arises, but the committee may also send a request to Hoas to tackle the issue more seriously. The tenant committee may remind tenants for example by referring to a bulletin from Hoas, highlighting the benefits gained or any harm caused to the tenants. For example, leaving rubbish on the ground attracts pests, which does not make the property pleasant to live in. Also, if Hoas property maintenance has to remove abandoned furniture from stairways or tidy up the waste disposal area, this will cause extra costs, which naturally need to be covered by rental income. The role of the



tenant committee, therefore, is to present issues to the tenants in a form they can understand better and to foster understanding between the tenants and Hoas.

If the tenant committee observes harmful practices at the property, such as leaving fire load in stairways, the committee can send a request to Hoas Tenant Activity to issue a notice without a message drafted by the committee. In such cases, the Hoas team will compose the message to be sent to the tenants. It is also possible to send group emails to the entire property to inform them of the most important tenant activities and bigger events. However, this channel is not intended for daily use. To send a group email, the tenant committee must compose the message both in Finnish and in English. The message must contain a header and contact details for the tenant committee, as well as specify which property the message concerns. The complete message with a request to send it must be delivered to the Hoas Tenant Activity email address (tenantactivity@hoas.fi) about one week before the last possible sending date, in order for us to guarantee that it will be sent on time even if we are busy.

The role of the tenant committee at the property is often to act as the eyes and ears that gather feedback, which helps us to develop our policies and the facilities as well as resolve issues. Your feedback is very valuable to us!

Opportunities for involvement and the co-operative body

The law on joint administration in rental housing in itself grants the tenant committees an opportunity and a right to comment on a yearly basis on the Hoas budget and to respond to a query on maintenance. Even though these may sound like hard work or tedious tasks, the tenant committee should address them in their meetings. The budget shows for example the tenant committees' budget allowances for the coming year for each property. The responses to the maintenance query, however, will be taken into account when budgeting and planning maintenance work for the next year, so it is essential that the tenants' view on what requires maintenance in their property is heard. The items entered in the maintenance query are aimed at long term improvements and repairs and they will be considered when the next year's budgets are prepared for each property. If the tenant committee's change requests are not discussed and entered into the planned budget, it may not be possible to implement them over the following year. Hoas's technical view of the condition of the property may also not always be the same as the tenants' idea of a property that is pleasant to live in, and for that reason tenant input is important.

Anyone interested in tenant activities can seek to have an impact on Hoas's decisions via the tenants' co-operation body. The tenants' co-operation body acts as a link between Hoas, the tenants and representatives of the student unions. The co-operation body discusses matters that have far-reaching effects for the tenants. Central themes are communality, tenant activity, housing costs, property maintenance, the general conditions of the tenancy agreement, the rules and regulations in the property and other current matters. The recommendations for developing the foundation's operations given by the co-operation body are reported to the board of directors. The tenants' co-operation body consists of the tenant member of the board of directors, who also acts as the chairman, eight tenant representatives, the chairman of the housing division, a member of the housing division, representatives of three student unions and representatives of the Hoas office. The members of the co-operation body are elected every autumn at the tenant administration organising meeting, and their term is one calendar year, during which approximately eight meetings will be held.

Hoas Tenant Activity and the co-operation body also organise yearly events for all members of the tenant committees, such as a fire safety training course, a sauna evening and a thank-you evening. These events are intended as an opportunity to explore issues concerning or supporting tenant activities in a relaxed atmosphere and also to get to know other tenant committee members. Please keep an eye on your email and consider showing up at the next event – we hope to see you there!

Attachments

Example of tenant committee meeting minutes

Example of expense claim form

List of participants to events

Key loan form

Tenant committee charges

Minutes for tenant committee meeting

Expense claim form

**Foundation for student housing in the Helsinki region
Minutes 3/2017 Tenant committee meeting**



DATE AND TIME: 5.4.2017 at 7.00 pm

PLACE (address of the property and exact location of the meeting): Pohjoinen rautatiekatu 29, clubroom. staircase A

PRESENT (first and last name):

Matti Meikäläinen (chairman)

Essi Esimerkki (secretary, in charge of the clubroom)

Tessa Testaja (in charge of communications)

Mikko Mallikas (in charge of allowances and gym)

Nguoi La (tenant)

Otto Normalverbraucher (tenant)

1 OPENING THE MEETING AND DECLARING THE MEETING QUORATE

Chairman opened the meeting at 7.04 pm
The meeting was declared quorate.

2. ELECTING TWO EXAMINERS OF THE MINUTES

Essi Esimerkki and Mikko Mallikas were elected

3. ADOPTING THE AGENDA

Agenda was adopted as order of business.

4. PURCHASES / VOLUNTARY WORKING BEES / OTHER BUSINESS TO DECIDE

Purchasing new curtains for clubroom, max budget 150 euros. Essi makes the purchase.

Tenant committee authorise Otto to purchase some board games for the event, max budget 150 euros.

For the gym is needed dip station, more weight plates and a bar, max budget

600 euros. Purchased from Salikauppa.fi (Esimerkkitie 5, 00100 Helsinki) Matti asks promissory note from Hoas.

Needed two new keys for the gym, budget 44 euros. Matti asks from Hoas.

Spring party on Saturday 15.4. at 5.00pm. Budget for this event 300 euros. Essi organises.

Spring bee on Saturday 6.5. Budget for food and drinks 200 euros. Mikko is responsible of advertising. Essi submits the fault report form about the equipments for the bee and asks a common sauna turn for the bee from Hoas tenant activity.

Board game night on 26.4. budget 50 euros.

5. OTHER BUSINESS

Clubroom's light is broken, Essi will make the fault report about it.

Mikko wants to resign from the gym responsibilities but is still continuing in tenant committee. Matti is the new person in charge of the gym.

Discussion about the soundproofing of the clubroom. Asking Hoas if there is a possibility to make it better.

Tenant committee has gotten feedback about the sauna turns on the Facebook group. Matti creates a poll for the wishes concerning sauna turns and asks changes from Hoas based on poll answers.

6. THE NEXT MEETING


The next meeting will be held on 25.5.2017

7. CLOSING THE MEETING

The chairman closed the meeting at 8.39 pm

APPROVAL OF THE MINUTES


Signature of the Chairman


Signature of the Secretary


Signature of the Examiner of the minutes

Signature of the Examiner of the minutes

Expense claim



Name Essi Esimerkki
 Address Pohjoinen rautatiekatu 29
 IBAN FI123456789010 BIC/SWIFT _____
 Hoas number (Hoas fills out the Hoas number) _____
 Role in committee secretary
 Minutes Number 3/2017 and 4/2017

Type: 701: material purchases: furniture, equipment, office supplies, magazine subscriptions, games etc.
 Type: 704: recreation: food and beverages, prizes, tickets, disposable party supplies etc.
 Type: 707: alcohol.

TYPE	PURCHASES (please attach original receipts)	€
701 materials	Curtains from Prisma	139,90
701 materials		
701 materials		
701 materials		
701 materials		
701 materials		
704 recreation	Spring party, food, Prisma	42,86
704 recreation	Spring party, pizza order	123,60
704 recreation		
704 recreation		
707 alcohol	Spring party, alcohol, S-market	32,80
Unclear	Spring party, alcohol, Alko	22,46
TOTAL		361,62

TRAVELLING EXPENSES / KILOMETER ALLOWANCE / TYPE 706			0,41 €/km y. 2017
Date	From - To / Occasion	Kilometers	Total
15.4.2017	Pohjoinen rautatiekatu to Prisma Kaari, Kannelmäki and back	19	7,79
TOTAL			7,79

CLAIM TOTAL €	369,41
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List of participants must be attached for all events (bees, parties etc.) that include purchases for food/drinks.
 Expense claim must be signed by the claimer and one member of the tenant committee.

Essi Esimerkki 0401234567 *Essi Esimerkki*

Name of the claimer, signature and tel

Matti Meikäläinen 0409876543 *Matti Meikäläinen*

Name of the tenant committee member, signature and tel

Date 18 / 4 2017

Osallistujalista / List of participants



Kiinteistö / Property _____

Päiväys / Date _____

Tapahtuma / Event _____

	Etu- ja sukunimi / First and last name	Osoite / Address	Allekirjoitus / Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
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20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Osallistujat muista kiinteistöistä: / Participants from the other properties:

	Etu- ja sukunimi / First and last name	Osoite / Address	Allekirjoitus / Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Avainlaina / Key loan

Asukas lainaa avainta asukastoimikunnalta väliaikaisesti. Asukastoimikunta vaihtuu ja vanha toimikunta luovuttaa avaimet uudelle. Yksi lomake per lainaaja. Asukastoimikunta vastaa alkuperäisen lomakkeen säilytyksestä.

Tenant borrows a key from the tenant committee temporary. Tenant committee changes and the old committee gives the keys to the new committee. One form per borrower. Tenant committee is responsible of storing the original form.

HOAS

Kohdat 1-7 täytetään avainten luovutuksen yhteydessä / Sections 1-7 will be filled out while handing over the keys

1. Kiinteistön osoite / Address of the property	2. Tila ja käyttötarkoitus / Premise and use	3. Avaimen leimaus / Label of the key	4. Avainten luovutus- päivämäärä / Date for handing over the key	5. Sovittu avaimen palautuspvm / Agreed return date of the key	6. Avaimen vastaanottajan allekirjoitus / Signature of the receiver of the key	7. Avaimen luovuttajan allekirjoitus / Signature of the person handing over the key

2. Esim Talo 1 rappu B kellarikerroksen kuntosali / E.g. House 1 staircase B gym on the basement.

3. Avaimen leimaus on kirjain- ja/tai numerosarjan yhdistelmä, joka löytyy avaimen päästä. / Label of the key is the letter and/or number combination on the top of the key.

Kohdat 8-12 täytetään avainten palautuksen yhteydessä / sections 8-12 will be filled out while returning the keys

8. Toteutunut palautuspäivämäärä tai päivä, jolloin avaimet siirtyvät uudelle toimikunnalle. / Real date of returning the key or date for hading over the key to the new committee	9. Ruksi, jos avain kadonnut / Tick if the key is lost	10. Ruksi, jos avain rikki / Tick if the key is broken	11. Avaimen palauttajan allekirjoitus / Signature of the person returnong the key	12. Avainpalautuksen vastaanottajan allekirjoitus / Signature of the recei- ver of the key

Avaimia luovutetaan vain Hoasin asukkailla. Lainaaja on velvollinen ilmoittamaan välittömästi asukastoimikunnalle mahdollisesti kadonneesta ja/tai anastetusta avaimesta. Avaimia on säilytettävä huolellisesti. Hoas voi veloittaa asukkaalta mahdolliset kulut asukastoimikuntien korvausvastuuhinnaston mukaisesti, mikäli asukas palauttaa rikkinäisen avaimen tai jättää avaimen palauttamatta asukastoimikunnalle sovitussa määräajassa. Asukastoimikunta ilmoittaa kadonneista avaimista Hoasille

Keys are handed over only to the tenants living at Hoas. The borrower is obligated to inform immediately tenant committee if the key is lost or stolen. Keys must be kept in a safe place. Hoas may charge possible costs from tenant according to tenant committee charges if tenant returns a broken key or does not return the key by the given deadline. Tenant committee informs Hoas about the lost keys.

Muuta sovittua (esim. kerhuhuoneen varausehdot jne.) / Other agreed (e.g. rules and regulations of clubroom etc.):

Lainajan koko nimi, syntymäaika, puh, osoite, s-posti, allekirjoitus / Full name of the borrower, date of birth, tel, address, email, signature:

Avainten luovuttajan (asukastoimikuntalaisen) nimi, syntymäaika, allekirjoitus, henkilökohtainen tai asukastoimikunnan yhteinen puh ja s-posti /

Name, signature and date of birth of the person who handed over the keys (the member of the tenant committee) and either personal or tenant committee's phone number and email:

Asukastoimikunnan korvausvastuuhinnasto / Euro

Asukastoimikuntalaisten velvollisuus on hoitaa ja ylläpitää huolellisesti asukastoimikunnan tilojen kuntoa. Asukastoimikuntalaisen huolimattomuudesta, virheellisestä käsittelystä tai hoidon laiminlyönnistä syntyneistä kustannuksista laskutetaan asukastoimikuntaa korvausvastuuhinnaston mukaisesti. Korvausvastuuhinnaston hinnat ovat usein todellisia korjauskuluja alhaisemmat, ja Hoas pidättää oikeuden laskuttaa asukastoimikuntaa suoraan toteutuneiden korjauskustannusten mukaan. Päivystyskäynnit laskutetaan laskun mukaan, jolloin kustannukset ovat huomattavasti korkeammat. Hinnat sisältävät työn ja asennuksen osuuden. Hoas pidättää oikeuden hinnanmuutoksiin.

AVAIMET JA LUKITUS	€
Avain	22
iLoq-avain kadonneen tilalle, kun tiedossa, mikä avain (numero) kadonnut	22
Kadonnut iLoq (kun ei tiedossa mikä avainnumero kadonnut) / Lukkosepän käynti paikan päällä	Laskun mukaan
Sarjoitus (sis. 4 avainta)	210

MUUT MAHDOLLISET LASKUTETTAVAT	€
Asukashinnaston tai laskun mukaan	

Tenant committee charges / Euros

The tenant committee is responsible for maintaining the condition of the premises of the tenant committee. The cost of repair caused by tenant committee's carelessness, negligence or lack of maintenance, will be charged from the tenant committee. Prices include work and materials. The prices in this tenant committee charge sheet are often lower than the actual costs, and Hoas reserves the right to charge the tenant committee by the actual costs.

KEYS AND LOCKS	€
Key	22
iLoq (replacing one when known which key number is missing)	22
iLoq (when not known which keynumber is missing) / Locksmith's visit	According to the invoice
Rekeying of lock (including 4 keys)	210

OTHER POSSIBLE CHARGES	€
According to the tenant charge sheet or invoice	

**Foundation for student housing
in the Helsinki region**

Minutes __/201__

Tenant committee meeting



DATE AND TIME: _____

PLACE (address of the property and exact location of the meeting):

PRESENT (first and last name):

1. OPENING THE MEETING AND DECLARING THE MEETING QUORATE

Chairman opened the meeting at _____

The meeting was declared quorate.

2. ELECTING TWO EXAMINERS OF THE MINUTES

_____ and _____ were elected

3. ADOPTING THE AGENDA

Agenda was adopted as order of business.

4. PURCHASES / VOLUNTARY WORKING BEES / OTHER BUSINESS TO DECIDE

5. OTHER BUSINESS

6. THE NEXT MEETING

The next meeting will be held on _____

7. CLOSING THE MEETING

The chairman closed the meeting at _____

APPROVAL OF THE MINUTES

Signature of the Chairman

Signature of the Secretary

Signature of the Examiner of the minutes

Signature of the Examiner of the minutes

Expense claim



Name _____

Address _____

IBAN _____ BIC/SWIFT _____

Hoas number (Hoas fills out the Hoas number) _____

Role in committee _____

Minutes Number _____

Type: 701: material purchases: furniture, equipment, office supplies, magazine subscriptions, games etc.

Type: 704: recreation: food and beverages, prizes, tickets, disposable party supplies etc.

Type: 707: alcohol.

TYPE	PURCHASES (please attach original receipts)	€
701 materials		
701 materials		
701 materials		
701 materials		
701 materials		
701 materials		
704 recreation		
704 recreation		
704 recreation		
704 recreation		
707 alcohol		
Unclear		
TOTAL		

TRAVELLING EXPENSES / KILOMETER ALLOWANCE / TYPE 706			0,41 €/km y. 2017
Date	From – To / Occasion	Kilometers	Total
TOTAL			

CLAIM TOTAL €	
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List of participants must be attached for all events (bees, parties etc.) that include purchases for food/drinks.

Expense claim must be signed by the claimer and one member of the tenant committee.

Name of the claimer, signature and tel

Name of the tenant committee member, signature and tel

Date ____ / ____ 2017