

## Housing company rules and regulations

In addition to these rules and regulations, the valid Finnish laws and decrees as well as instructions and orders issued by the authorities must be adhered to in this property. No one should unnecessarily disturb others with their behaviour or in any other way. Tenants are required to behave in ways that do not disturb normal domestic peace. Tenants must ensure that their guests also follow the rules and regulations. Tenants are held responsible and liable for any damage, neglect or other carelessness not only by themselves but also by their guests.

Discrimination of any kind as well as actions encouraging it is prohibited.

### 1. Common facilities

Tenants must keep the common facilities tidy and in order. Tenants must not make excessive noise in the common facilities. Loitering is forbidden. Smoking is not allowed in the common facilities.

Personal property must only be stored in the appropriate places. Keeping any personal items in common areas or in the stairwell and in the corridors in the basement and attic is strictly forbidden. Prams, bikes etc. must be taken to the designated storage areas without exception.

Storage spaces shared by tenants are intended for bicycles, prams and other outdoor equipment in use, as well as yard work equipment. Hoas will remove all unmarked or broken items and items classified as junk from the storage premises, the tenants' unlocked storage rooms or elsewhere in the property area regularly. Hoas is not liable for any loss of the tenant's property caused by the tenant's own negligence. The tenant is responsible for labelling the storage room he/she is using with his/her name and apartment number and locking it with a proper lock.

If the bicycle spaces and storage lockers located in the property are numbered according to the apartment number, the tenant must use only the bicycle space and/or storage locker corresponding to their own apartment number. Tenants of a shared apartment may need to share a storage locker.

The tenant is also responsible for emptying the storage room when moving out and ensuring that the lock is removed. Storing of flammable liquids and gases as well as motor vehicles in the common storage facilities is forbidden. Electric bikes and electric mobility equipment (e.g. electric scooters and scooters) can be stored in the property's bicycle storage. Charging of electric bicycles and electric mobility equipment in the bicycle storage or other public spaces is prohibited. Make sure that doors that are to be kept locked for safety reasons remain locked.

Posting signs and advertisements is forbidden without permission. If the structure of the building or any furnishings are damaged, windows broken, walls damaged or soiled, etc., the person causing the damage or their guardian will be charged for the full cost of the damage.

Washing carpets in washing machines and hand-washing large carpets in laundry rooms is prohibited, unless specifically permitted.

### 2. Outdoor areas

Domestic rubbish and other waste must be placed into containers according to waste sorting instructions. Leaving waste in the stairwell or on balconies or your yard is forbidden. Tenants must dispose of other waste besides domestic waste at their own expense. Furniture, electronic devices etc. must not be left at the waste collection shelter or the collection point. It is forbidden to damage the lawn or the flower beds. Vehicles must be parked only in the areas reserved for them. Unauthorized parking in a driveway, in the yard, on rescue routes or in a parking space reserved for someone else is strictly forbidden. Parking spaces are intended for motor vehicles only. It is forbidden to keep scrap vehicles or vehicles with no license plates in the parking area or elsewhere in the yard. The lessor may cut or remove disturbing plants and vines from the tenant's yard or terrace area.

### 3. Apartments

Tenants must not disturb their neighbours by their behaviour in the apartment or in the common areas. On the nights before Monday through to Friday, noise must be kept down between 10 pm and 6 am. On the nights before Saturday, Sunday and public holidays, noise must be kept down between 11 pm and 8 am. Causing disturbing noise is forbidden also at other times.

The apartment must be cleaned and maintained carefully. Fault reports for the apartment should normally be submitted via the fault report form on the Hoas website. In case of damage that requires immediate action, such as plumbing leaks and broken windows, the tenant should call the 24h maintenance number.

It is strictly forbidden to pour any household waste, hazardous waste, or a large amount of water (e.g. washing machine drainage water) into floor drains, toilets or any other drains, as this could cause clogging, damage to the drains or water damage. The tenant is required to clean the floor drain and the smell trap regularly.

Smoking is strictly forbidden in shared apartments and in all apartments with tenancy agreements commencing after May 31st 2010. If a tenant smokes indoors in a studio or an apartment for friends or family that was rented before June 1st 2010, they must ensure that the smoke does not get into common areas or other apartments. The tenant must also make sure that the smoking does not affect the condition of the apartment. If the apartment has to be washed or painted because of smoking, the tenant has to pay all the costs.

Hoas insurance does not cover the tenant's property, including any items stored in the storage room or in any other storage area intended for the tenants' use. The tenant must insure his/her own property by acquiring a house contents insurance policy or other type of insurance, as well

as liability insurance to cover for damage caused by the tenant.

Be very cautious when installing, using and supervising a washing machine or a dishwasher. The Tenant is held responsible for the use of these appliances and any damage resulting from it. In order to use washing machines and dishwashers the Tenant must have home insurance. If a washing machine/dishwasher tap cannot be found in the apartment, it means that using these appliances is not allowed. The Tenant is responsible for the use, supervision and possible problems that occur with any equipment/appliances that they or the previous tenant has installed. If a washing machine or a dishwasher is installed in other rooms than the bathroom, a professional plumber must perform the installation. The water supply tap must always be turned off after using the machine and a safety bin should be installed under the dish washer. Do not leave a washing machine running unattended.

The walls must not be painted. If there are significant marks on the walls requiring filling/repair (as determined by the lessor), for example from attaching things to the walls, the tenant is responsible for any costs incurred by repair work. If the structure of the building or any furnishings are damaged, windows broken, walls damaged or soiled, etc., the person causing the damage or their guardian will be charged for the full cost of the damage. Alterations or repairs are only allowed with the property owner's/Hoas's permission. If the apartment has a private garden area, you are expected to take care of it and keep it tidy, as well as remove snow and prevent slipperiness in that area.

#### **4. Balconies and windows**

You must keep balconies tidy and you must clean snow off of them. Balconies must not be washed using excessive amounts of water. Storing rubbish on the balconies/terraces is forbidden. Dusting and throwing rubbish out of a balcony/window is strictly forbidden.

It is forbidden to light an open fire or otherwise increase the risk of fire on the balcony/terrace (torches, barbecues etc.). The use of an electrical barbecue grill is permitted, as long as extreme caution is exercised when using it.

Smoking is forbidden in on the apartment and ventilation balconies according to the General terms of the tenancy agreement.

If you hang clothes to dry on a balcony they must not be visible from the yard or the street. You must not hang anything on the outside of a balcony railing or on a window. It is forbidden to attach a dish-reflector antenna to the wall of the property or to the balcony without permission. You may place a dish on a stand on the floor of the balcony in such a way that it cannot be seen from the yard/street.

#### **5. Dusting and airing**

Dusting and airing of carpets and bedding is allowed only at specific spots reserved for that purpose. You must follow the rules about the time for dusting and airing in order to not disturb other tenants. Airing the apartment to the staircase is forbidden. The door of the apartment must be kept closed.

#### **6. Pets**

Keeping animals is forbidden in shared apartments, furnished apartments and in apartments that have an

external shared kitchen. Outside of the apartment, pets must be kept on the lead and they should not disturb other tenants. Taking dogs, cats or other pets out in areas reserved as children's play areas or in their immediate vicinity is strictly prohibited. Pets must not soil the building or the outdoor areas of the housing company. It is forbidden to keep or wash pets in the common facilities.

#### **7. Disregards of the rules and regulations**

If you disregard the rules and regulations you may be obliged to pay damages or your lease may be terminated/dissolved.

#### **8. Rules specific to the property**

Tenant committees can provide instructions on the acceptable use of the common spaces and the yards.