

ACCOMMODATION GUIDE

WELCOME

Welcome to Your new apartment! This accommodation information booklet has been compiled to help you feel at home.

In addition to this booklet you will receive occasional information leaflets mailed directly to you or posted on the notice board in the basement bike shed. Please check the notice board regularly. If you have any questions, please contact the apartment supervisor (in residential matters) or the maintenance (repairs and technical matters).

WHAT IS “HOUSING CORPORATION HAAGA-PERHO”

The Haaga-Perho flats are owned by Haaga Institute Foundation. These flats (located in Pajuniityntie 10, 00320 Helsinki) are rented out primarily to the students of HAAGA-HELIA or Helsinki Culinary School Perho.

SUPERVISION & MAINTENANCE

The apartment supervisor Ms Riitta Reima takes care of lease contracts, keys etc. You can meet her on weekdays at address Pajuniityntie 11 B. Please call first for appointment, phone: 09-5807 8251.

The lease contracts of Helsinki Culinary School Perho students are made by Ms Johanna Korhonen, phone: 09-5807 8640

Repairs and maintenance are handled by Maintenance Service **Lassila & Tikanoja Oyj**, kiinteistopalvelut.pks@lassila-tikanoja.fi, tel 010 636 121 (24 h)

TENANCY AGREEMENT

The tenancy agreement between you and Housing Corporation Haaga-Perho becomes valid at the moment of signing. Before the signing of the contract and the delivery of keys, the tenant must have paid the deposit and have a receipt as proof of the transaction.

Notice of termination of the agreement should be done at one month's notice. In case you have set an expiry date for the agreement, the term of notice does not apply, and the rental time and the responsibility of paying the rents end at the expiry date.

Each room is rented out separately. This means that you are not allowed to change rooms without permission. Only the person who has signed the contract for the room is allowed to live in it. If you see outsiders living in the student flats, please inform the apartment supervisor or the maintenance company immediately.

KEYS

The students of HAAGA-HELIA should make an appointment for receiving the keys from the apartment supervisor Ms Riitta Reima in her office Pajuniityntie B. The students of Helsinki Culinary School Perho should make an appointment for receiving the keys from Ms Johanna Korhonen. In case you can't pick up the key yourself you can authorise someone else to do it on your behalf, as long as you remember to give that person a letter of authorisation and the receipt of the deposit payment. If you happen to lose your key, you can get a new one from the apartment supervisor, but she will charge you 50 € for the new key. Receiving a new key depends on the day of the week and the availability of a spare key.

NOTICE OF MOVING

You should make a notice of your moving by calling to the national population register, telephone 0203 456 456.

APARTMENT CARD

When you come to pick up the key you will receive a checklist in the form of an apartment card. Fill in the card in your flat and return it to the Flats Manager in one week. You will get a copy from that.

Filling in the apartment card is for your benefit. You will be also financially responsible for the condition of your apartment according to the apartment card.

PAYING THE RENT

The rent must be paid monthly in advance, at the latest on the 6th day of each month, with the rent payment forms sent to you by the Housing Corporation Haaga-Perho. Each room and tenant has his or her own forms.

Any changes of address or name written on the rent payment forms will not reach us, as the bank does not forward this information. Please inform the apartment supervisor directly.

If the rent has not been paid by the due date, you will be reminded by one single letter only. If you fail to pay the rents by the date given in the reminder, the collecting of the payment will be given to a collection agency. Any charges of the collection agency will be charged from the tenant.

ELECTRICITY AND WATER

Electricity and water are included in the monthly rent

CLEANING DURING THE STAY

Each tenant is responsible for the cleanliness and the condition of his/her room. **All the tenants of a flat are together responsible for the cosiness, condition and the cleanliness of the common areas.**

If needed, the flat supervisor/the owner may leave a cleaning exhortation in the flat. In the exhortation letter the tenants are urged to take care of the cleaning of the common areas by a date given. If it appears during inspection that the flat has not been cleaned, a warning follows and the premises will be cleaned by a cleaning company. The cleaning bill will be charged from the tenants of the flat.

LAUNDRY ROOM

The laundry room can be used between 6 am and 10 pm. The use is forbidden at other times due to noise disturbances.

Washing machines work by making a phone call to number 0600-98702 with a Finnish mobile phone. Reservation lists and price lists are in the laundry room. Tumble dryers are free of charge. Please read the operating instructions of all the machines and follow them.

Washing floor mats and mattresses in the washing machines is forbidden. If a machine breaks down due to washing of a floor mat or a mattress, you will pay the bill.

There is also a drying rack at the yard of the dorm. You can freely use the rack for drying your laundry.

BICYCLE SHED

Bikes can be kept in the bike shed located between entrances C and D. Please use the bike racks and do not leave your bike to block the passage or the entrance.

STORAGE ROOMS

Each flat has its own storage space in the shelter located downstairs in the staircase C. Each flat will purchase their own locks for their storage room. Please remove the lock when moving out so that the next tenants can use the storage with their own locks.

Please use only the storage reserved for your flat! **You are not allowed to store anything in the passages or stairway corridors.**

USAGE OF FURNITURE AND EQUIPMENT

Please do not change the settings of the radiator thermostat or the valves and do not remove the thermostats.

Please do not block the ventilators.

Please do not move pieces of furniture into other rooms or take them to the storage (apart from the flat's own storage). When you move out your flat will be inspected and all the furniture has to be there. If the maintenance personnel has to move or fetch the furniture you will be charged for the work.

Note! Do not leave pieces of furniture in the passages of the storage. The maintenance personnel will take them away and you will have to pay for the items.

Furniture of the room: Bed, mattress, mattress cover
 Writing desk
 Desk chair
 Bookshelf
 Armchair
 Wardrobes
 Desk lamp
 Wall lamp
 Ceiling lamp

Kitchen furniture: Kitchen table
 Four chairs
 Ceiling lamp
 Microwave
 Stove
 Refrigerator

The tenant has to keep the room and the rest of the flat clean and let them be inspected when necessary. The Real Estate company has the right to clean the flat at the expense of the tenant if she/he has not cleaned the flat. The tenant is also obliged to pay for any damage she/he has caused.

Examples of repair expenses:

Sink	300 Euros
Toilet bowl	350 Euros
Painting the wall	150 Euros
Painting the room	300 Euros
Bed	250 Euros
Desk chair	160 Euros
Mattress	100 Euros

Light bulbs have to be purchased by the tenant during the occupancy. If you need help with the changing of the bulb, contact the maintenance company.

Notices, posters and paintings cannot be attached on the walls of the apartment.

DAMAGE REPORTS

If something needs to be repaired, leave the report in the maintenance company's mailbox in bike shed. If something needs urgent repair, please contact the maintenance company Lassila & Tikanoja tel. 010 636 121.

DATA COMMUNICATIONS

There is Internet connection in every room. If any problems in data communications occur, please contact **janne.kattelus@haaga.fi**

DID YOU LEAVE YOUR KEY IN THE ROOM?

If you forget your key inside your room, please call the maintenance company at the phone numbers given above and they will open the door for you. Price lists for opening the doors are available in the staircases. The maintenance company will send you a bill afterwards... Be prepared to prove your identity. You also have to sign a paper stating that the service was requested by you.

Note! Hotel Haaga does not have keys for the flats/rooms and cannot help you in this matter.

SAVING ENERGY

- Air the room quickly and effectively (5 minutes' draught) and do not keep the windows open unnecessarily.
- Use water economically; do not leave the tap running.
- Report dripping/leaking faucets to the maintenance company.
- Switch the lights off when you do not need them.

Save energy, it affects your rent.

PARKING

The parking space for tenants is in front of the building. If you notice strange cars parked in the parking space, please contact the real estate manager of Haaga Group, tel. 09 5807 8433.

WASTE DISPOSAL

You will find containers for garbage, paper, carton and organic waste. Remember to sort everything accordingly.

PETS

Pets are not allowed.

SMOKING

Smoking is not allowed in the flats or in the staircases.

DRUGS

Abuse, possession, selling and dealing drugs is a CRIME by the Finnish law. In case you notice drug abuse or if you see any equipment needed for that, it is for everybody's benefit to report it to the lessor or directly to the police. Intoxicant-free environment increases your safety and the cosiness of the area. The lessor will be in contact to the authorities to prevent drug abuse in the premises.

REGULATIONS

Read the given rules and regulations with care. The rules and regulations are placed on the notice board in the bicycle shed.

CHANGING FLATS/ROOMS (internally)

If you would like to change flats/rooms, please contact the apartment supervisor. The charge is 50 € .

COPY OF THE REGISTER OF OCCUPANTS

If you need a paper stating that you are a tenant, please contact the apartment supervisor. The copy costs 8 €.

SUMMERTIME

If you want to keep your room, you'll have to pay rent also for the summer months. If you terminate your tenancy agreement in the spring, you'll have to apply for a room again after the summer. Please note that the new students take precedence when tenants are chosen.

However, you can rent the room out for the summer.

RENTING THE ROOM OUT FOR THE SUMMER

When you rent out the flat, remember that:

- You are responsible for the summer tenant. You have signed the tenancy agreement and the summer tenant is YOUR subtenant. Always make a written agreement with your subtenant; this will help you legally, should your subtenant refuse to pay the rent etc. It's advisable that your subtenant pays the rent to your bank account and that you then transfer the sum to the Haaga-Perho Real Estate using the payment forms.
- Give the apartment supervisor the personal details of the subtenant and the duration of the subtenancy.
- When renting out one single room, the subtenant has to be of the same sex with the other flatmates.
- You are not allowed to rent a room to more than one person at a time.

TERMINATION OF THE TENANCY AGREEMENT

The Tenancy Act will be applied when terminating the tenancy agreement. Thus the period of notice is one calendar month (e.g. if you don't want to pay rent from December onwards you'll have to cancel the lease by the end of October).

The termination is done with a form obtainable from the apartment supervisor or with a free form letter stating the flat's address, the date when it will be vacant (first day of the month), signature, clarification of signature, date, bank account number, telephone number and your future address.

Rent has to be paid for the whole month.

FLAT INSPECTION

The flat is always inspected when the tenant moves out. On the day of the inspection the flat, including all shared rooms and the storage, must be clean and empty. If the flat hasn't been cleaned, the cleaning will be done at the expense of the tenant. The fridge, microwave, stove and all lamps must be undamaged.

The key of the flat has to be handed over during the flat inspection, or you can agree other arrangements with the flat supervisor.

CLEANING OF THE FLAT

The tenant is obliged to clean the flat before moving out.

The following actions must be taken

- Sweep/vacuum-clean and wipe the floors
- Clean the furniture
- Wash the walls

The tenant is also responsible for the cleaning of the common areas of the apartment. Agree on the cleaning with other tenants in the apartment when you move out. The tenant who leaves the apartment last is responsible for the cleaning of the common areas of the apartment.

STORAGE ROOMS AND BALCONY

Take all your goods with you when you move out. Don't leave any goods, that are in your possession, in the storage rooms or balcony. If the maintenance personnel have to remove your goods, you will be charged for the work.

RETURNING THE DEPOSIT

The deposit will be returned to your bank account if and when:

- All rent payments have been made.
- The key has been returned.
- The inspection has been made.
- The possible repairs have been invoiced.

Remember to give your bank account number.

Remember to change your address with the post office.

CONTACT INFORMATION

Flats Manager Ms Riitta Reima, Housing Corporation Haaga-Perho riitta.reima@haaga.fi	09-807 8251
Ms Johanna Korhonen, Helsinki Culinary School Perho johanna.korhonen@perho.fi	09-5807 8640
Maintenance Company Lassila & Tikanoja (24 h) kiinteistopalvelut.pks@lassila-tikanoja.fi	010 636 121
Information about the payments Ms Päivi Kivijärvi	09-580708294
Real estate manager Mr Pekka Salovaara, Haaga Group	09-5807 8433
Internet	janne.kattelus@haaga.fi

IMPORTANT TELEPHONE NUMBERS

General emergency number	112
Police	112
Ambulance	112