

Rules and regulations

All tenants must follow these rules to ensure pleasant and safe living for everyone and to maintain high level of cleanliness inside as well as outside the property.

1 **General behavior, common areas**

- 1.1 Any noise carrying out of the apartment is prohibited between hours of 10pm and 6am. Any behavior causing disturbance is always prohibited. Loud reparation work that is not directed to the apartment itself is forbidden.
- 1.2 Children have the right to use the common outside areas for their play.
- 1.3 Damaging plants is forbidden.
- 1.4 Linger in the staircase and the common areas is prohibited. Due to fire and safety protocol, storing any movables in the corridors is strictly forbidden.
- 1.5 Smoking is not allowed in any common areas. In some real estates, smoking is prohibited in apartments, balconies, courtyards, and terraces. The use of intoxicants in the common areas of the house and in the yard is prohibited.
- 1.6 Pets must be taken care of, so they don't cause any disturbance to neighbors or damage the property. Professional animal breeding is not allowed. Pets must be kept leashed and under control in all common areas and are not to be walked at the children's play area. The owner must immediately clean the feces of their pet and repair all the damage the pet might have caused to the property, plants or the apartment. Feeding wild animals is prohibited in all areas as well as in the apartments.
- 1.7 Waste must be recycled properly. It is strictly forbidden to leave furniture, electronics, and hazardous waste in the trash as well as in the common areas.

2 **Opening and locking the doors**

- 2.1 Front doors will be electronically locked earliest 8pm in the evening and opened latest 7am in the morning. Locked doors will be opened only to people who are listed as tenants in that property. Opening the door will be charged.

3 **Dusting, airing and the use of balconies**

- 3.1 Carpets should only be dusted outside at the specified area or at the common airing balconies, not at the apartment balcony.
- 3.2 Airing of pillows and beddings is allowed at the private balcony. Preparation of food and the use of grill are forbidden at the balconies.

4 Saunas and laundry rooms

- 4.1 Sauna turn lists must be followed. Temporary exchange of turns can tenants agree between themselves. Sauna, shower and the changing room must be left in clean condition for the next user. Do not use Sauna stove to cook or heat food.
- 4.2 Using instructions, opening times and reservation list are found in the laundry room. Reservation list must be followed. Outsiders are not allowed to use the laundry room.

5 Parking

- 5.1 Using the parking place is allowed only to vehicle in permanent use and only on designated areas. The owner must remove any unusable vehicle from the premises or Niiralan Kulma shall do it in the owner's expense. Only small repair work can be conducted on the parking lot. Washing cars is prohibited on the parking lot.

Parking places are charged, and the user must make a contract with Niiralan Kulma Oy. A separate contract is made for the charging plugs of electric cars. Quest parking is intended to people visiting the premises, not for long stay parking. There are two types of heating posts in use. 600W posts can only be used for block heaters and vacuum to clean the car. Inside heaters can be used on 1500W posts. Heating post cover must be locked in all times and the wire should never be left hanging unplugged.

- 5.2 Parking any vehicle on yards or rescue roads is strictly forbidden.
- 5.3 Garage should mainly be used to park the car. Only small maintenance work is allowed. It is forbidden to drain any oil, gasoline, or other liquids down the floor drain.

6 The condition of the apartment and maintenance

- 6.1 The tenant is responsible for keeping any his/her rented space in good condition, included possible extra storage and cold rooms. Storing any flammable liquids, gas or explosives in storage is strictly forbidden. The apartment and any other rented space shall be inspected after tenancy. If any other than normal deterioration is noticed, repair work shall be done in the tenant's expense.
- 6.2 Any repair work conducted in the apartment (paintwork, wallpapering etc.) must be negotiated with the foreman of the repair unit.
- 6.3 Changing locks or installing safety locks without permission is prohibited.
- 6.4 If the apartment has correct vents to install a washing machine, the tenant can install the machine independently. In other case, the permission must be asked from the janitor.
- 6.5 If the tenant wishes to install a dishwasher, must him/her always consult their janitor and/or apartment inspectors. Installing must be ordered from a professional plumbing expert, and the house inspector must always conduct a checkup afterwards.

Defects found in your own apartment or elsewhere in the property should be reported on the Niiralan Kulma's website in the e-services section or by contacting the janitor by phone. Tenant should contact their janitor or Niiralan Kulma office of any urgent maintenance need. Contact the duty officer outside the office hours.

- 6.6 The tenant must keep the fire alarm in working condition and change the batteries if needed.
- 6.7 Adjusting ventilation and radiator independently is prohibited, please contact your janitor. Room temperature should be 21 degrees Celsius (+- 1 degree).
- 6.8 The tenant must regularly clean the ventilation valves, the filter of the cooking hood and floor drains (recommended at least once a month).

7 Paying the rent

- 7.1 Rent must always be paid by the 3rd day of each month. Frequent delay or non-payment will cause termination of the lease contract. In the case of payment difficulties, one should always contact the rent supervisors.

8 Changing to another Niiralan Kulma's apartment

- 8.1 Changing is possible if the change will result in more purposeful living for the tenant. Always contact and consult the customer service beforehand. Those considering an exchange of an apartment can get acquainted with the service enabling the exchange between residents. This e-service is in Niirala Kulma's website.

9 Residential democracy,

Residential democracy is being implemented in the company's houses. The goal of residential democracy is to increase co-operation between residents and the company. Resident activities can have an impact on living comfort and community, as well as increase residents' opportunities to participate in the affairs of their property and living environment.

- 9.1 As stated in the Finnish Law, tenant democracy is followed in our housing stock. Members of the tenant committee will convey any rising matters to the company and vice versa. The tenant committee has the right to bring forth any faults or any violation of these rules they have noticed.

10 Rules and supervision

- 10.1 Any minor or unintentional violation of these rules should be able to be solved by mutual discussion with the parts involved. The company should be informed of all severe, intentional, and repetitive violations. The company will take an action on all written declaration of violations. The declaration must include what happened, when it happened, the person causing the disturbance, if the action has been repetitive and who has been disturbed by the actions. Only declaration signed by the informant will be considered. Informants name shall only be revealed to company employees. In all acute situations, the police force should be called and afterwards make an official written declaration to the company.
- 10.2 The tenant is responsible of his/her guests and their actions on the premises.