

AGREEMENT ON HANDING OVER THE KEYS



Tenants may agree on handing over the keys and the apartment by signing this agreement. Please make at least three (3) copies of this agreement: for the new tenant(s), for the tenant(s) moving out and for Hoas.

Return one (1) copy immediately to the Hoas Service Center: Hoas, Pohjoinen Rautatiekatu 29, 00100 Helsinki.

A scanned agreement can also be returned by e-mail: housingservices@hoas.fi.

Instructions for the new tenant:

- Always sign the agreement in the apartment so you can check if the final cleaning has been done. If you do not accept the apartment's level of cleanliness, do not sign the agreement but collect the keys from the Hoas Service Center on the 1st working day of the month your agreement starts. By signing the agreement, the new tenant accepts the apartment's level of cleanliness and takes possession of the apartment and the keys.
- Remember to make your move-in report about the condition of the apartment within ten (10) days of receiving the keys by using the Hoas fault report form, which you can find on the Hoas website.
- Remember to keep a copy of the agreement for yourself. The agreement proves that you are entitled to use the door opening service (separate fee). For the door opening service you need the agreement, the confirmation of the tenancy agreement email and your official identification card. The door opening service is not available if the agreement has not been returned to Hoas with all required fields filled in correctly.

Instructions for the tenant moving out:

- Return the agreement on handing over the keys to the Hoas Service Center immediately after you have handed over the keys, however no later than the 1st working day of the month after your agreement has ended.
- It is always the departing tenant's responsibility to return the agreement on handing over the keys to Hoas.
- If the agreement has not been delivered by the deadline, Hoas will proceed to change / update the lock and have the apartment cleaned if necessary. The departing tenant is responsible for these costs and the agreement will not be considered valid. The costs will be charged from the departing tenant's deposit.
- Apartment inspection will be carried out during the last month of tenancy. If the inspector has left a notification of repairs, the apartment will be inspected again in the beginning of the next month.
- The new tenant accepts the apartment's level of cleanliness. In shared and roomie apartments the new tenant accepts only the room's level of cleanliness. Cleaning of the common areas can still be charged from the departing tenant if the inspector has noted shortcomings in the cleanliness of the apartment.

ADDRESS OF THE APARTMENT

Street address	Room No.	Postal code	City

TENANT(S) MOVING OUT

First name(s) and family name	Date of birth	Tel.

NEW TENANT(S)

First name(s) and family name	Date of birth	Tel.

KEYS HANDED OVER

	Number of keys handed over (pcs)
Apartment key	
Room key	
Garbage disposal key	
Another key, which?	

If the same key can be used to open apartment and room doors, please mark the key to the apartment key-field.

Furniture/appliances

(separately agreed between tenants)

Write here any furniture, lamps etc. handed over with the apartment. If you accept belongings of the previous tenant, you will have the full responsibility of them. Note! You must have a home insurance to use a washing machine in the apartment. Any constructional changes (e.g. laminates) did without lessor's approval cannot be included to the agreement.

SIGNATURES

The date when the keys are handed over	Signature of tenant moving out	Signature of new tenant