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Number of keys handed over (pcs). If the same key opens both the apartment and room doors, it should be counted only as an apartment key.

Room key ____ pcs

Garbage disposal system key ____ pcs

Other key ____ pcs, key is for: _____

E.g., furniture, lamp, or washing machine you give or sell to the new tenant. Any structural changes made without Hoas' permission can't be included to this agreement (read more: hoas.fi/en/tenants/renovations-and-repairs/alteration-works-in-the-apartment).

Signatures (handwritten)

By signing this agreement, you confirm that you have handed over or received the keys AND read the instructions. By signing, you accept the final cleaning of the apartment (in a shared apartment, your own room). If the cleaning has not been done, please read the instructions: <https://hoas.fi/en/tenants/moving/key-handover-agreement>

Keys handed over date ____ / ____ / 20____

Keys received date ____ / ____ / 20____

Key handover agreement - Instructions

The tenants moving out and the new tenants may sign a key handover agreement directly with each other. In that case, there's no need to return or collect the keys at the Hoas Service Center.

How to make the key handover agreement?

1. Fill in the key handover agreement at the apartment when the keys are given to the new tenant.
2. The departing tenant has received the key handover agreement in paper format. Carefully fill in all the requested details on the agreement.
3. Sign the agreement when the keys change hands.
4. Take a photo of the agreement so both parties have a copy of it.
5. After handing over the apartment and the keys, the departing tenant sends Hoas a photo of the completed and signed agreement.



You can also use the key handover agreement to give or sell furniture or a washing machine to the new tenant. New tenant: remember to get a home insurance if there is a washing machine in the apartment!



The agreement can also be used when one tenant moves out and the other stays (e.g., after a breakup). The departing tenant hands over their key to the remaining tenant. Indicate in the agreement only the number of keys being handed over (e.g., apartment key 1 pc).

Instructions for tenant moving out

1. Give us permission to share your contact information with the new housing offer. You can grant this permission either on the termination of tenancy notice OR by email confirmations@hoas.fi
2. The new tenant will contact you if they wish to receive the keys with a key handover agreement.
3. Send a photo of the signed agreement to Hoas
 - In MyHoas (Forms > Handing over keys agreement)
 - no later than the last day of your tenancy
 - OR by confidential email to customer service by 9 am on the day after your tenancy ends

Following the schedule is important so that we don't wait for you to return the keys. This also ensures that we have enough time to cancel scheduled apartment inspection and cleaning services in time.

Do not hand over parking-related keys or permissions. Always return other keys to Hoas, and club room keys to the tenant committee.

You may still be charged for cleaning if the shared areas in a shared apartment are not clean. The new tenant's signature only confirms the final cleaning of the private room.

Instructions for new tenant

1. Fill in agreement while at the apartment.
2. Check that the apartment is clean and in good condition before you sign the agreement.
3. Keep a photo of the key handover agreement for yourself. You'll need it if you lock yourself out before your tenancy officially begins.

Do not sign the key handover agreement

Instead, collect your keys from Hoas, IF:

- You haven't signed your own tenancy agreement yet
- Your tenancy doesn't begin immediately after the previous tenancy ends
- You are not present to inspect the condition of the apartment
- You don't approve the final cleaning
- The apartment contains furniture or appliances you don't want to take responsibility for
- Changes have been made to apartment's fixed structures without Hoas's permission (hoas.fi/en/tenants/renovations-and-repairs/alteration-works-in-the-apartment)

By signing, you accept the condition of the apartment (in shared apartments, only your private room). If cleaning has not been done, do not sign the agreement. Minor cleanliness issues can be handled by yourself and do not prevent signing.