

## INSTRUCTIONS FOR MOVING OUT OF YOUR APARTMENT

When moving out of the apartment you must clean the apartment so that **the next tenant can move in without cleaning**. If cleaning has been partially or completely neglected, the cleaning costs will be recovered by either removing the sum from the leaving resident's down payment (=takuumaksu) or by sending the resident an invoice afterwards. Cleaning instructions are on the next page.

Everything that belongs in the apartment should be left there, such as the window-key, roof-boxes, fire alarms and the washing machine suction cover

### HANDING OVER THE APARTMENT

Make sure that you close all windows and the chimney plates (if there are any). Also doors should be closed and locked properly. Also make sure that all the faucets/taps are properly closed and lights are also off. Don't turn the thermostat down, and don't turn off the power in the main fuse box - though you can turn the switch marked "poissa" (=away) if there is one.

The house fan and air-con can be set to minimum, but, again, don't turn it off. Please take a photo of the water meters (if the apartment has any) before leaving. The water will be billed when returning the down payment.

### KEYS

Leave all the keys in the apartment, on the silver surface next to the sink. As well as the front door key, all other keys (such as storage keys, postbox keys etc.) must also be left.

### OFFICIAL DECLARATION OF DEPARTURE ("LUOVUTUSILMOITUS")

Also make sure that you make an official declaration of departure when you intend to leave the apartment (=luovutusilmoitus). You can make this in three ways: by phoning or writing a WhatsApp message to 050 5790183 or by sending an email to [vetelinraitti@veteli.fi](mailto:vetelinraitti@veteli.fi).

### FINAL INSPECTION BEFORE YOU MOVE ("MUUTTOTARKASTUS")

We will inspect your apartment (=muuttotarkastus) as soon as possible after we have received your official declaration of departure (=luovutusilmoitus). The inspection will happen on a normal working day between 8.30am and 4pm. If something is wrong with the flat then we will contact you. After we have found that the flat is in good shape - and also made sure that you have paid all the other bills - then we will return the down payment.

When we do the inspection we will also check the water meter. If you give us permission to take the final water bill from the down payment then that will speed up the return of your down payment.


As mentioned above: We will send you the receipts for returning the down payment to your email or by WhatsApp.

### CONTRACT WITH THE ELECTRIC COMPANY

Please notify the electricity company that you are moving out. If you have to pay to transfer your electricity supply then this can be done at the following website: **www.venergia.fi – Sähkö – Siirrä sähkösovimuksesi uuteen osoitteeseen**. (This is the company that sends bills/invoices to all of the

apartments that are owned by the local authority). If you have been buying electricity from a different company then please make sure that you also inform them that you are moving. You must pay for the electricity up to the date when the rental agreement ends (even if you move out earlier) - unless you specifically agree otherwise with the housing office. The last electricity bill comes after the rental time is over and the period has been calculated.

## CLEANING INSTRUCTIONS

	<b>WHAT YOU MUST DO WHEN LEAVING THE APARTMENT:</b>	
1.	Wipe all the surfaces. (Door frames, light switches...)	
2	Wipe and clean all the cupboards and boxes, inside and outside. (Kitchen, bedrooms, living room, hall, washroom...)	
3.	Clean the hob, oven, oven shelves also clean both the bottom and the back wall of the inside of the oven	
4.	Clean the extractor fan and wash the grease filter.	
5.	Thaw and wash the freezer and the fridge with care, leave the doors open and turn them off.	
6.	Wash the lavatory and the sauna: clean the floor drains, floors, wall, sinks, and the toilet seat. Remove all stickers.	
7.	Clean the air circulation vents on the outsides. Don't touch the settings!	
8	Wash the windows. If the temperatures are subzero only wash the insides.	
9.	Take out the rubbish. Clean the rubbish cupboard and bins.	
10.	Empty and sweep the balconies and storage rooms.	
11.	<b>Leave the keys on the silver surface next to the sink and remember to make the official declaration of departure</b>	

## RUBBISH / WASTE

- When moving out the same rules apply to rubbish disposal as at any other time. You have to transport hazardous waste and big items by yourself to the waste disposal centre.
- You can only put rubbish in the bins where they belong. Instructions for sorting or disposal of waste can be found on the bins or at Ekorosk's website: [ekorosk.fi/en](http://ekorosk.fi/en).

## ALL THE VERY BEST!

Finally: Remember life is made for living! All the very best for your life in your new home. If your path ever brings you back here then we will wish you a very warm welcome with a huge Veteli smile!

Koy Vetelinraitti

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