

## MEMO

### At the beginning of the tenancy

- Be sure to take care of the security before the start of the tenancy. As a rule, you get the keys from the OVV office, in which case the keys will only be handed over against a security receipt.
- Make an electricity contract and home insurance.
- Be sure to report the move to the Population Register Center and the post office. Both are taken care of conveniently, for example, online with online banking IDs.
- Register yourself in the house books: to the property manager or property maintenance company no later than a week after your change. Contact information can be found in the stairwell. You should verify the information passage to the property manager by calling the office. At the same time, you can book a parking space, sauna shift, etc. according to your needs.
- Remember the fire alarm. The law obliges the resident to obtain a warning.
- Submit the move check form to the OVV office within about a week of your change.
- Make sure you get a lease signed by the landlord.

### During living

**The tenant's most important duties during the tenancy are paying rent on time, as well as taking care of the condition of the apartment!**

- Notify the landlord if there are problems with rent payment.
- Notify immediately if there is a need for repairs in the apartment or if something happens to the apartment (for example water damage).
- Remember to follow the rules of the housing association. Remember that you are also responsible for your guests.
- If your telephone number changes during the tenancy, enter the new number to your landlord and the OVV office. Changes in resident data (someone changes into or out of the apartment) must be notified to the landlord and the housing association.
- As a tenant, you are not allowed to make any alterations or repairs in the apartment!
- Please observe the appropriate fastening methods for the wall materials and the resulting marks. If you are not sure what and how you get paid, ask!
- Check with the property manager for example the costs of using the laundry room and sauna!

### When moving out

- Be sure to terminate the lease on time in accordance with the terms of the lease.
- Clean the apartment so it is still in good condition for rent.
- Hand over all keys. Deliver the keys to OVV's office if the landlord does not give other instructions.
- Make a home insurance and electricity contract transfer.
- Make moving out notice to the housing association.

**You can always ask our office for more information and help!**