



RULES AND REGULATIONS OF THE HOUSING COMPANY

20.5.2009

These rules and regulations, in addition to the Public Order Act and other laws and statutes, pertain to everyone in the building and the outdoor areas of the housing company. No one is allowed to disturb neighbours by bad manners or otherwise. Tenants are obliged to follow the rules of ordinary polite behaviour.

Tenants must make sure that their guests follow the rules as well. The Tenants are held responsible and will be charged for any loss or damage within the housing and/or its contents. The Tenants are held responsible for the behavior of their guests as well as for any damage they cause.

1. COMMON FACILITIES

Tenants must observe silence in the common facilities. It is forbidden to loiter in the common facilities. Tenants must keep up the order and tidiness when using the facilities.

The storage areas for tenants are meant for items in regular use, like bikes, prams, and other outdoor equipment. Items that are unmarked, broken, or considered as junk Hoas removes regularly from the storage areas and the unlocked storage rooms.

Hoas is not liable for any loss of the tenant's property caused by the tenant's own negligence.

Personal property must be stored only at the appropriate places. It is forbidden to keep any personal property in the staircase and other common facilities for fire safety reasons. Prams, bikes etc. must be taken to the designated storage areas without exceptions. It is the tenant's responsibility to mark the storage room in use with own name and apartment number and close it with an adequate lock. The tenant is also responsible of emptying the storage room and remove the lock of it when moving out.

Mopeds and similar items must not be stored in the basement or other indoor facilities unless fuel is completely drained.

When using doors which are to be kept locked, including fire doors, be sure that they remain locked after you for safety reasons.

It is forbidden to put up information boards, advertisements and antennas. Tenants must pay an indemnity if they damage the structure of the building or the equipment, break windows, damage walls etc. either by themselves or persons under their custody.

Smoking is forbidden.

2. OUTDOOR AREAS

Waste must be packed and placed into containers following the instructions about separating waste. Tenants themselves must take care of the waste other than domestic in their own expense. It is strictly forbidden to leave any furniture, electronic equipment etc. in the garbage areas.

It is forbidden to damage lawn or flower beds. Vehicles must be parked only at the areas reserved for them. Unauthorized parking in a driveway, yard, or a parking space reserved for someone else, is strictly forbidden.

Service vehicles are allowed to pass only on certain places and in those cases general traffic regulations must be observed. Parking in violation of traffic signs is a penal offence and may lead to a fine and may also cause serious danger. It is forbidden to keep scrap cars in the parking area or elsewhere in the yard.

3. APARTMENTS

Tenants should avoid disturbing neighbours. You must let your neighbours have their night-time peace from 10 p.m. to 6 a.m. on weekdays, and on weekends and holidays from 11 pm to 8 am. Loud playing and singing, and other excessive noise nuisance is forbidden at all times. You may depart from this rule only if your neighbours give you their approval.

Take good care of your apartment and keep it clean. Fault reports about the apartment needs primary to be made with the fault report form found in the Hoas web page. About damages that requires to be taken care immediately like plumbing leaks, fires and broken windows the tenant has to call to the 24 h maintenance number. It is strictly forbidden to dispose any household waste, hazardous waste, or large amount of water (e.g. washing machine disposed water) via floor drains, toilets or any other drains. Do not dispose of anything that may cause clogging or damage to the drains. It is the tenants responsibility to clean the floor drain and the smell trap regularly.

Smoking is strictly forbidden in shared apartments. If a tenant living in a studio or an apartment for friends or family smokes indoors, they must insure that the smoke doesn't get to common areas or other

apartments. The tenant must also make sure that the smoking doesn't affect the condition of the apartment. If the apartment has to be washed or painted because of smoking, the tenant has to pay all the costs.

Hoas doesn't provide any insurance for the tenants' property, which also includes the items storages in the property's storage rooms or in other common space meant for this purpose. The tenants must cover their property themselves by taking an insurance (home insurance or other), and for covering any damage caused by the tenant, a liability insurance.

Exercise great caution when installing, using and supervising a washing machine or a dishwasher. The Tenant is held responsible for the use of the machines and the possible damage resulting from it. In order to use washing machines and dishwashers the Tenant must have a home insurance. If a washing machine/dishwasher tap cannot be found in the apartment, it means that using one is not allowed. The Tenant is responsible for the use, supervision and possible problems that occur with any equipment/machines that they or the previous tenant has installed. Washing machines and dishwashers should always be installed by a professional. The water supply tap must always be turned off after using the machine and a safety bin should be installed under the dish washer.

Tenants must pay an indemnity if they damage the structure of the building or the equipment, break windows, damage walls etc. caused either by themselves or persons under their custody.

Alterations or repairs can be done only after permission is obtained from the landlord.

If you have a part of the yard at your own disposal you are obliged to take care of it and keep at tidy.

4. BALCONIES / WINDOWS

You must keep balconies tidy. During the winter you must clean snow off your balconies. Balconies must not be washed with running water. It is strictly forbidden to dust carpets on a balcony/ window as well as to throw rubbish from a balcony/ window.

It is forbidden to barbecue, light up torches or practise any other kind of activity on the balconies/terraces that may increase the risk of a fire. If you hang up the clothes to dry on a balcony they must not be seen from a yard or a street. You must not hang anything on the outer side of a balcony parapet or on a window.

5. DUSTING AND AIRING

Dusting and airing of carpets and bedding is allowed only on weekdays at the places reserved for that purpose. You have to follow the rules about the time for dusting and airing in order not to disturb other tenants

Airing the apartment to the staircase is forbidden. The door of the apartment must be kept closed.

6. PETS

Outside of your apartment you must keep pets on the lead and they should not disturb other tenants.

It is strictly forbidden to take cats and dogs out at the yard, children's playground or its immediate vicinity. Pets must not make dirty the building or outdoor areas of the housing company.

It is forbidden to keep or wash pets in common facilities.

7. DISREGARD OF THE RULES AND REGULATIONS

If you disregard the rules and regulations you may be obliged to pay an indemnity for damages or your lease may be terminated/revoked.

8. RULES ACCORDING TO PROPERTY

The residents' committees are allowed to give instructions on the use of common facilities.