HOUSE RULES

BREAKING THESE HOUSE RULES MAY RESULT IN CANCELLATION OF THE RENTAL AGREEMENT AND THE RENTS OF THE REST OF THE MONTHS WILL BE CHARGED FROM THE TENANT.

The information stated in these house rules or the company's separate ordinances needs to be followed. As well as the rules specified in the law and the order regulations of the city of Tampere in the area and the premises of the building.

All tenants are obliged to behave and act in a way that takes into consideration other tenants of the building and to behave in the way required by normal domestic peace. These rules concern as well the guests of the tenants.

In this booklet you’ll find:

- General rules
- Maintenance of the apartment
- Final cleaning when leaving the flat

GENERAL RULES

Following these rules and regulations will make everybody's life in the apartment more comfortable, save the tenant extra costs and ensure that Opiskelijan Tampere can keep the rents in a reasonable level.

1. Every inhabitant must make sure that the common areas, rooms and all furniture remain clean and undamaged. Any damage will be paid by the person who caused it. If the person responsible for the damage can't be identified, the repairing expenses will be divided equally between all the roommates.

2. Smoking is forbidden in all locations inside the flats including all common areas in the flat (common rooms, saunas and washrooms etc.) and joint premises in the block-of-flats (staircases, lifts, basements, hallways, storage rooms etc.). In the case that tenants have smoked inside, the deposit payment won’t be returned.

3. Pets are not allowed in apartments.

4. It is forbidden to use the flats’ private balconies for drying, dusting carpets or other textiles. It is forbidden to build a fire or a barbeque on the balconies. However, electric barbeques are allowed. It is not allowed to throw rubbish or any other items off the balcony.
5. No painting work or renovations (such as structural changes) are allowed in the apartments. Also making holes for paintings etc. to the walls is forbidden.

6. **Any faults or malfunctions in the apartment or appliances should be reported immediately.** If the tenant doesn’t give inform about e.g. blocked drains in time and causes a water damage by that the tenant needs to pay the bill of the renovation.

7. **You’re not allowed to disturb your neighbours.** In addition, between 22 – 07 there’s a specified silent period, when you’re expected to be very careful with the sounds you make in your apartment or the premises of the building.

8. Do not attempt to adjust the ventilation or the radiators yourself.

9. Bikes, sports gear and other articles are not to be stored or kept in the lobby, staircase or other common areas; these articles have their own designated areas and should be stored there.

10. Avoid wasting water or heating energy. When leaving the apartment, make sure that the lights, windows, water taps and electrical appliances are turned off. When airing the apartment, remember that a few minutes is enough.

11. Remember to turn off the lights and close the doors when you are the last person to leave the common areas.

12. Make sure you always carry the key to your apartment with you. **If you lose your key, you have to pay for the replacement of the locks!**

In addition to these regulations, tenants must follow the current laws, enactments, local byelaws, and other regulations given by Opiskelijan Tampere.

**MAINTENANCE OF THE APARTMENT**

**Urgent faults** in the apartment like water damage must be reported immediately to the maintenance company by phone.

Annalankatu 5:
**Lännen Kiinteistöpalvelu tel. +358 331 423 400** 
lkpalvelu@lkpalvelu.fi

Other addresses:
**ISS Palvelut tel. +358 200 155 00** 
palvelukeskus@iss.fi

Keep the phone number on the fridge for everyone to see. Report the faults also to Opiskelijan Tampere but remember that we will only answer during office hours.

**Other faults** that are not urgent should be reported to Opiskelijan Tampere.
The tenant is liable to pay the damages caused by the tenant's negligence concerning electricity, water, sewer, and heating equipment. If you get a dishwasher, it has to be installed by a professional and you should protect yourself with a personal home insurance. INT Housing’s insurance only covers the furniture brought by us and does not cover for example water damage caused by a faulty dishwasher or a washing machine.

The apartment must be maintained carefully. Do not pour such refuse into the lavatory, sink, drains or pipes that could block or break them. Hazardous waste must not be poured into the pipes under any circumstances. Do not use the toilet to dispose food, sanitary towels or tampons.

Ventilating the apartments via the staircases is prohibited. Only an electric grill can be used while barbecuing in the balcony or yard terraces. It is absolutely prohibited to use open fire.

NIGHTTIME BEHAVIOUR

Do not disturb your neighbours in the apartments or the yard areas. There’s a silent period between 10 pm - 7 am: during that time is not allowed to cause noise in your apartment because you need to allow the neighbours a proper night's rest. Also avoid load noise at other times. Notify your neighbours on events that cause possible noise and disturbance in advance.

DUSTING

Dusting carpets etc. is allowed only at spots reserved for dusting (under no circumstances in the balconies of the apartments). The carpet rack must not be used longer than necessary in order to clean the carpet or the garment.

JOINT PREMISES (hallways, storage rooms etc.)

The front doors of the block-of-flats are usually kept locked between 8 pm-7am. Make sure that the doors close properly when coming in or going out. Do not make noise in the hallways! Smoking and loitering in the hallways and anywhere inside the building is prohibited. Due to the fire safety regulations movables (for example bikes) are to be stored only in spaces reserved for storage. It is prohibited to store volatile or explosive substances in the joint premises and storage spaces for movables. Hallways and staircases must be kept empty.

GARBAGE DISPOSAL

Household waste and other garbage must be packed and taken to the garbage disposal bins. In addition, the garbage has to be sorted. The tenants are responsible for the disposal of other than household garbage. Garbage that is hazardous to the environment must be taken to the places determined by the authorities. Those who move away will be charged for leaving things to the garbage disposal spots that do not belong there.
COMPLAINTS AND LIABILITY

Possible complaints about breaking the house rules are to be delivered to the company house manager in writing. All tenants share responsibility about what happens in the apartment, building and the lot. If you have problems with your roommates, please contact Opiskelijan Tampere.

SAUNA
If your apartment has a sauna, please read this section carefully.

Sauna - what is it?
Sauna is intended for relaxation during bathing. Sauna is a room that is usually heated between 70 °C and 100 °C (158 °F to 212 °F). Since sauna is hot and one gets very sweaty in it, one should remember to take care of the hydration by taking a bottle of water with you to the sauna (no glass bottles since they warm and break up easily) or drinking water afterwards.

How to use it?
Sauna must be turned on approximately 45 minutes before bathing. When you turn on the heater of sauna, it must be totally empty. One should always shower before going to sauna to keep it clean. Also remember to shower after going to the sauna. While sitting in sauna, it is recommended to use a tiny towel under you in order to keep the sauna clean. In every sauna, there is a bucket and scoop for throwing/pouring water. The temperature can be temporarily increased by throwing water on the stones of the sauna stove. If it is your first time in sauna, take it easy and do not throw too much water at once. If you start to feel faint or sick, exit the sauna and take a cold shower and drink water. When you are done with the sauna remember to turn it off! Keep the sauna empty as long as it is still warm. You can use sauna as long and as many times you feel comfortable with it but remember that heating a sauna consumes a lot of electricity so it will increase the electricity costs.

How NOT to use it?
The sauna stove (the stones) is very expensive and delicate. Do not pour anything else than water to the stove. The heater is not for warming food. One should never use sauna for drying clothes. It common that clothes left in a hot sauna catch fire easily and, at worst, can burn the whole apartment in the process.

If you have questions on using the sauna, you should either ask your tutors or contact Opiskelijan Tampere.

FINAL CLEANING WHEN LEAVING THE FLAT

The final cleaning of the flat has to be done when moving out of and before the keys are returned to Opiskelijan Tampere. The cleaning has to be done in a standard that allows a
new tenant to move in without cleaning. If the flat is not cleaned properly, Opiskelijan Tampere will charge the cleaning costs from all the tenants who lived in the flat. Remember that the apartment must be completely empty when you leave. **Do not leave any items or trash in the apartment.**