

Hello and thank you for your notice of termination.

Urban Environment, Facilities Service, Housing Unit, Työpajankatu 8, 00580 Helsinki, 1st floor

Office opening hours: Mon–Tue 8:15–12:00
Wed–Fri 12:00–15:00

Customer service tel. +358 9 310 32294
Rent invoicing/Talpa tel. +358 9 310 25300

Keys All keys to the apartment must be returned to the office of the Housing Unit, Työpajankatu 8, 00580 Helsinki, 1st floor. The keys to the apartment must be returned to the Housing Unit on the next weekday following the end date of the lease. If keys are missing, the lock change and rekeying will be performed at the tenant's expense. The cost of rekeying is €350, however, we charge for serializing the apartment door lock according to the actual costs.

Apartment The apartment must be handed over at the end of the lease in the same condition as it was at the beginning of the lease. We will take into account the normal wear and tear caused by the daily use and age of the apartment, but if there is any damage caused by the tenant, we will charge the tenant for it.

Cleaning The apartment and other facilities used on the basis of the lease, such as storage units, must be empty, in good condition and cleaned at the end of the lease. Make a note of the number of storage unit – you will need it when you return the keys.

The apartment, cabinets, floors and surfaces must be wiped and the rubbish must be taken out. The windows must be closed. The fridge/freezer must be defrosted and the doors left open after cleaning. If you have a dishwasher and remove it, the dishwasher pipe must be plugged because, in the event of water damage, the tenant is liable for the costs caused by the water damage. If you have disassembled a cabinet to make room for the dishwasher, you must return the cabinet to its original condition.

According to the lease agreement, the tenant is obliged to carry out the final cleaning of the apartment and storage facilities.

If the tenant leaves things in the apartment or in the storage unit, we will dispose of them and invoice the tenant for the waste management, transport and extra cleaning costs.

- Cleaning of the apartment €8/m²
- Emptying of the apartment €10/m²
- Emptying of the apartment's storage unit €250
- Removal and disposal of light fixtures left in the apartment €200

We reserve the right to change the price list, and in case the actual costs exceed 50% of the quoted cost, we will charge according to the actual cost.

Apartment inspection

We may inspect the apartment before the end of the lease.

A representative of the Housing Unit will check the apartment's overall condition during the notice period. The tenant may be present during the inspection if they wish, but whenever necessary for the supervision of the condition or upkeep of the apartment, the tenant shall immediately provide the lessor with access to the apartment at a suitable time. (Act on Residential Leases § 22)

Unless otherwise agreed, the maintenance company will unlock the apartment.

Housing company

You must notify the property manager or maintenance company of your having moved out. Also be sure to terminate any agreements you have made with the housing company on the use of the

laundry room, sauna and parking space. Please return any keys you have received, such as keys for the laundry room and parking space, to the maintenance company.

Thank you for your cooperation!
Facilities Service/Housing Unit
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