

**REAL ESTATE MANAGEMENT RESPONSIBILITY ALLOCATION TABLE
BETWEEN SEVAS KODIT OY AND RESIDENTS****1. BASIC PRINCIPLES OF REAL ESTATE MANAGEMENT AND
MAINTENANCE**

Real estate management and maintenance is mainly the responsibility of the building's owner, i.e. Sevas Kodit Oy. The tenant (= occupant of an apartment = resident) is most of the time responsible for the normal maintenance of their apartment's interior and outdoor spaces. Spaces occupied by the resident are those spaces that the resident manages on the basis of the rental agreement. Maintenance responsibility includes maintaining order, tidying, cleaning of floor drains, cleaning of drain traps, changing of light bulbs, sweeping of outdoor stairs and patios, etc.

**2. REAL ESTATE MANAGEMENT AND MAINTENANCE LIABILITY
LIMITS**

Sevas Kodit Oy has determined the principles on how the real estate management and maintenance responsibilities are divided between the company and the residents. The division of the real estate management and maintenance responsibilities are defined in the rental agreement. Utilising this responsibility allocation decreases the costs of the real estate management and maintenance. The effect of the responsibility allocation can be seen in the rent cost.

The responsibility allocation table below clarifies in one place the practical arrangements of the real estate management and maintenance between Sevas Kodit Oy, the occupant of the apartment and property managers.

Sevas Kodit Oy is always responsible for the real estate management and maintenance as well as costs regarding the structures and equipment of the property. Such equipment includes heat, electric, data, water, sewage and air condition pipes as well as taps and water fittings and apparatus that has been installed in all apartments.

The resident is responsible for the maintenance and costs of furniture, fittings and appliances bought and installed by him/herself. The resident is also responsible for the consumer goods, such as light bulbs, fuses and lubricants that are part of the normal maintenance of the spaces occupied by the resident. The resident must have Sevas Kodit Oy's permission to install any acquired furniture, fittings and appliances by him/herself. The technical property manager of the building in question gives permission. These installations must be removed when the tenancy ends. The apartment must be returned in the same condition as it was before the installations were made. Installed furniture, fittings and appliances that have been approved by Sevas, can be left in the apartment, but Sevas will not pay any compensation for those items.

The resident must inform the technical property manager or Sevas Kodit Oy immediately when a defect or damage is noticed, and especially in those cases, where the building structure can be damaged. The resident should take the required measures to prevent any further damage.

3. CAUSATION

Indemnity principles must also be taken into account in the allocation of real estate management and maintenance. If a defect or damage is caused by the negligence or neglect of a resident, Sevas Kodit Oy can charge the resident with the entire or partial repair costs. The occupant of an apartment is also responsible for damage caused by his/her guests.

4. INSURANCE

All Sevas Kodit Oy properties have full value insurances. The purpose of the insurance is to compensate the repair costs caused by damage, such as unexpected water leakage or fire. Sevas Kodit Oy or its full value insurance does not cover the damage caused to the residents' personal property in cases of fire, etc.

SEVAS KODIT OY HIGHLY RECOMMENDS THAT RESIDENTS GET THEIR OWN PROPERTY INSURANCE WHEN THE RENTAL AGREEMENT IS SIGNED.

If residents do not have home insurances, they are fully responsible for damage caused to their property in cases of accidents.

5. MOVING INSPECTION

The moving inspection is always done at the end of the tenancy and before the new tenant moves in. The purpose of the moving inspection is to ensure the apartment in good condition for the new tenants. The technical property manager does the moving inspection, and it is his/her view of the condition of the apartment at the time of the inspection. The inspection is always carried out according to the same criteria. In this way the apartments are always in a similar condition (the age of the building is taken into consideration), and possible sanctions are unbiased for all residents. Notes regarding possible reported defects and damage are always written in the inspection. The tenant can participate in the inspection. Any defects or damage caused by the negligence or neglect of a resident (listed in Section 3), which are noticed in the inspection, will be repaired before the start of the next tenancy. This also applies to the cleaning of the apartment. Should there be repair work or cleaning left undone by the resident, the work will be carried out according to the standard procedures of Sevas Kodit Oy. Usually the work is done by an outside contractor. **Costs caused by this work will be fully or partially charged to the previous tenant.** Such neglect is photographically documented. A written notification will be sent to the tenant's new address within a week of the inspection, if such measures are to be carried out.

6. RESPONSIBILITY ALLOCATION TABLE

Object/task	Performer		Payer			Remarks
	Sevas	Resident	Sevas	Resident	Decision case by case	

Cleaning		X		X		Costs will be charged
On-going sanitation/ cleaning		X		X		
Monitoring the condition of the apartment, obligation to make notifications		X				
Keys and locks						
maintenance of locks	X		X			
lubrication of locks		X		X		

Sevas Kodit Oy

Matti Visannin kuja 10, 60100 Seinäjoki, etunimi.sukunimi@sevas.fi

Puh. (06) 420 3311 / vuokra-asunnot (06) 4203366 / opiskelija-asunnot (06) 4203355 / vuokranmaksuasiat (06) 4203333 Kiinteistöasiat

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getting extra keys	x			x		Ordered at the Sevas office
re-serialization of locks	x			x		Ordered at the Sevas office
installation and maintenance of security locks	x			x		Not removed when moving out

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Object/task	Performer		Payer			Remarks
			Sevas	Resident	Decision case by case	
	Sevas	Resident				

Outdoor and staircase doors						
lubrication of hinges and locks		x		x		
tightening of door insulation	x		x			
fixing doors and door fittings	x		x			Those installed by Sevas
installation and maintenance of security chains	x			x		Not removed when moving out
installation and maintenance of door peepholes	x			x		Not removed when moving out
Windows						
tightening of window insulation	x	(x)	x	(install.		Materials from Sevas
fixing of window fittings	x		x			
installation of new windows, inside	x				x	
installation of new windows, outside	x				x	
fixing and painting wooden frames	x		x			
fixing balcony windows	x		x			
Venetian blinds		x		x		Not removed or marks fixed
Curtain rails and clips		x		x		
Interior doors in the apartment						
lubrication of hinges and locks		x		x		
fixing doors and door fittings	x		x			
painting of doors	x		x			
Walls, ceilings and floors						
painting and papering of surfaces	x	(x)	x	(install.		Materials from Sevas
fixing the walls of wet rooms	x		x			
fixing the sauna panelling	x		x			
fixing and renewal of carpeting	x		x			
Fixed furniture						
painting and repairing of fixed furniture	x		x			
renewal of sauna benches	x		x			

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Object/task	Performer		Payer			Remarks
	Sevas	Resident	Sevas	Resident	Decision case by	

Heating						
adjusting and fixing radiators	x		x			Do not remove thermostat
bleeding of radiators	x		x			
Air condition						
cleaning and sweeping of ventilation shafts	x		x			Every 7–10 years
cleaning of escape valves		x		x		
adjusting and fixing of escape valves	x		x			
cleaning of replacement air valves		x		x		
replacement of apartment ventilation unit filters	x		x			
cleaning of cooker's ventilation grease trap		x		x		
fixing of cooker's ventilation	x		x			
cleaning of cooker's hood cover's grease trap		x		x		
maintenance and fixing of ventilation units	x		x			
proper use of the ventilation units in apartments		x				
Water and sewage equipment						
cleaning of taps		x		x		
fixing and replacing taps	x		x			
replacing shower hose	x		x			
fixing of toilet seats and washbasins	x		x			See section 3
installation of dishwasher & washing machines		x		x		
cleaning of sink traps		x		x		
cleaning of floor drains		x		x		
monitoring and notification of possible leaks		x		x		
unblocking sewers	x				x	
reading utility meters and submitting meter readings		x		x		
Electrical equipment						
changing of light bulbs		x		x		Intact when moving out
changing of fuses		x		x		Intact when moving out
fixing of electrical equipment	x		x			Those installed by Sevas

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Object/task	Performer		Payer		Decision case by case	Remarks
	Sevas	Resident	Sevas	Resident		
replacement of antenna connecting cable		x		x		Not removed when moving out
installation of an additional antenna	x			x		Permission from Sevas
any additional installations in the apartment	x			x		Permission from Sevas
Equipment and apparatus						
changing of indicator lights/lamps		x		x		Not removed when moving out
changing of batteries		x		x		Not removed when moving out
maintenance and fixing of sauna stoves	x		x			
replacement of sauna stove stones		x	x			Materials from Sevas
cleaning of refrigeration condensers		x		x		
cleaning of refrigeration drain lines		x		x		
purchasing of smoke detectors	x		x			Resident: batteries
maintenance and repair of cooker and fridge	x		x			
Balcony						
fixing wall, floor and ceiling surfaces	x		x			
balcony cleaning, clearing snow		x		x		
Patio and front yard of ground level apartments						
keeping clean from dust, sand and litter		x		x		
removing snow and gritting stairs and paving		x		x		Tools from Sevas
lawn mowing and maintaining plants		x		x		Tools from Sevas
Carport places, place holders only						
keeping clean from dust, sand and litter		x		x		Tools from Sevas
removing snow and gritting		x		x		Tools from Sevas
removal of any additional material during spring and autumn cleaning		x		x		
Other outdoor areas						
cleaning of dog etc. droppings		x		x		Dog owners responsibility
removal of cigarette butts		x		x		Litterer's responsibility
fixing and replacement of letterbox	x		x			

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Object/task	Performer		Payer			Remarks
	Sevas	Resident	Sevas	resident	Decision case by case	

Other matters						
insuring the property and its equipment, full value insurance	x		x			
insuring residents' property, home insurance		x		x		

6. OTHER MATTERS

The responsibilities of residents, such as cleaning, removing snow and lawn mowing, mentioned in this allocation table, are also listed in the property management agreement. These tasks are taken into account when invitations to tender are sent to service companies. The impact is also taken into account in the property management fee and the basis of the rental payment. The previously mentioned tasks are limited to the private areas of the apartment, such as the patio, front door stairs, carport, etc.

The above-mentioned practice has been adopted because paving and carports are often filled with residents' personal goods. Moving of these goods during maintenance tasks slows down the work and increases the property management fee. This practice also clarifies the allocation of responsibility in cases of broken or damaged goods

These tasks include:

- **Keeping the front door stairs clean from dust, sand, ice, snow and litter is the residents' responsibility. Also, cleaning the carport from dust, sand, ice, snow and litter is the responsibility of the carport holder.**
- **Removal of any additional goods from the carport during spring and autumn cleaning is the responsibility of the carport holder.**
- **The residents are responsible for lawn mowing in terraced housing and for ground level apartments of small apartment houses. The area of lawn to be mowed covers the whole width of the apartment, starting 5 centimetres from the wall, also covering the patio and the front yard. The area should be clearly cropped, for example to the edges of the yard corridor or planting areas on the paving side.**
- **More information is available from the property managers. In 2-storeyed small apartment houses, residents are responsible for keeping the floor level corridor clean from dust, sand, ice, snow and litter. The area covers the whole width of the apartment and the depth of the side corridor.**

Carrying out the above-mentioned tasks requires the use of the right number of good tools. Sevas Kodit Oy provides all the required tools for the properties. The quantity and quality of tools is the same in all properties. If you notice some defects in the tools or if they are missing, please notify the Tenant Committee of your property. Tenant Committees are responsible for communicating with the real estate and/or property managers in order to get the required tools.