



Division of responsibilities for property maintenance between the company and the resident

1. The main principles of property maintenance and upkeep

The maintenance and upkeep of the properties are primarily the responsibility of the owner, Sevas Kodit Oy. For matters that fall under the tenant's responsibility, the resident (i.e., the holder of the apartment) is generally responsible for handling them the normal upkeep of the apartment and any related indoor and outdoor areas under the resident's control.

Areas under the resident's control refer to spaces that the resident occupies based on the lease agreement. Upkeep responsibility includes, for example, maintaining order, cleaning, cleaning the water traps in floor drains, replacing light bulbs, clearing snow from outdoor steps and the terrace, and similar tasks.

2. The division of responsibility for property maintenance and repairs

Sevas Kodit Oy has been determined regarding how maintenance and repair duties are shared between the company and the resident. The distribution of property maintenance and repair responsibilities is part of the lease agreement and its terms. The responsibility-sharing procedure in use helps reduce property maintenance and repair costs, and its impact is therefore also taken into account in the rental amount specified in the lease agreement.

The responsibility distribution table below is intended to clarify and standardize the practical arrangements related to property maintenance and repairs between Sevas Kodit Oy apartment holder and the property maintenance provider.

Sevas Kodit Oy is always responsible for the maintenance, repair work, and related costs concerning the building's structures and technical systems. Such systems include, among others, heating, data transfer, water supply, drainage, ventilation, and other similar pipelines, as well as water taps, plumbing fixtures, and equipment that are installed at the same standard in all apartments of the property.

The resident is responsible for, and bears the cost of, any furniture, appliances, or equipment that they have personally purchased and installed, as well as consumable items required for the normal upkeep of the areas they occupy, such as light bulbs, fuses, lubricating oil, and similar items.

Prior permission must always be obtained before installing any furniture, appliances, or equipment. This permission is granted by the responsible technical property manager of the specific property.

These installations must be removed when the tenancy ends, and the apartment must be

restored to the condition it was in prior to the resident's installations. Furniture, appliances, or equipment that have been properly approved and installed may also be left in the apartment, but Sevas Kodit Oy will not provide compensation for them.

The resident must notify the property caretaker or Sevas Kodit Oy of any defect, fault, or damage that requires repair, especially when the defect or damage may cause harm to the building's structures. In such situations, the resident must also take any necessary actions to prevent further damage.

3. Causation principle

In the allocation of responsibilities for property maintenance and repairs, the principles of liability for damages must also be taken into account. If a defect or damage has been caused by negligence or omission attributable to the apartment holder, the repair costs normally borne by Sevas may be charged to the tenant, either in full or in part. The apartment holder is also responsible for any damage caused by their guests.

4. Insurance

The property is covered by a so-called full-value property insurance. The purpose of this insurance is to compensate for repair costs resulting from damage to the building. Such damages include, for example, unforeseen water damage, fires, and similar incidents. The full-value property insurance does **not** cover damage to the residents' personal belongings, for example in the event of a fire. Nor is the property owner, Sevas Kodit Oy, responsible for these so-called indirect damages.

Sevas Kodit Oy strongly recommends that the resident obtains a separate home insurance policy when signing the lease, to protect their personal belongings.

If the resident does not have home insurance, then in the event of possible damage, the resident is fully responsible for any harm caused to their personal property.

5. Inspection

A so-called move-out inspection of the apartment is always carried out when a tenancy ends and before a new tenancy begins. The purpose of the move-out inspection is to ensure that the apartments remain in good and normal condition so that the next resident can move in comfortably. The inspection is performed by the responsible technical property manager of the building in question.



The move-out inspection represents the technical property manager's assessment of the condition of the apartment at the time of inspection. Sevas Kodit Oy aims to ensure that the inspections are always conducted according to the same criteria. In this way, the apartments are, taking the age of the building into account, generally in similar condition at the time of moving in, and any consequences are applied fairly to all residents. A written inspection report is always prepared, documenting any remarks and repair needs observed in the apartment. The apartment holder has the opportunity to attend the move-out inspection.

If remarks falling under the apartment holder's responsibility, as defined in section 3 (causation principle), are identified during the inspection, these will also be addressed before the next tenancy begins. The same applies to the final cleaning, which is the responsibility of the apartment holder.

If repair work or cleaning that falls under the apartment holder's responsibility and expense is required, the work will be ordered or carried out by an external contractor in accordance with the company's established practice. The resulting costs will be charged to the former apartment holder, either in full or in part.

Any such remarks will be documented by photographs or other reliable means. A written notice regarding the findings will be sent to the former apartment holder's new address provided in the notice of termination, approximately one week after the inspection.

6. Responsibility distribution table

Task	Performer		Payer			Notes
	Company	Resident	Company	Resident	Decision made on a case-by-case basis	
Move-out cleaning		X		X		Costs incurred by the company will be invoiced
Ongoing cleaning and upkeep		X		X		
Monitoring the condition of the apartment and duty to report issues		X				
Keys and locks						
Lock maintenance	X		X			
Lock lubrication		X		X		
Acquisition of additional keys	X			X		To be delivered to the ordering company's office
Re-keying of the lock	X			X		To be delivered to the ordering company's office
Installation and maintenance of a security lock	X			X		To be left upon moving out
Exterior staircase doors						
Lubrication of hinges		X		X		
Door sealing	X		X			
Repair of the door and its fittings	X		X			Applies to items set by the company
Installation and maintenance of a security chain	X			X		Must be left when moving out
Installation and maintenance of a door viewer	X			X		Must be left when moving out

Task	Performer		Payer			Notes
	Company	Resident	Company	Resident	Decision made on a case-by-case basis	
Windows						
Sealing of windows	X	(X)	X	(jobs)		Items needed for resident work
Repair of window fittings and accessories	X		X			
Replacement of glass panes, interior	X				X	
Replacement of glass panes, exterior	X				X	
Painting and repair of wooden parts	X		X			
Repair of balcony glazing	X		X			
Venetian blinds		X		X		To be left or traces must be repaired
Curtain rail sliders and clips		X		X		
Curtain rail sliders and clips						
Lubrication of hinges and locks		X		X		
Repair of doors and their fittings	X		X			
Painting of doors	X		X			
Walls, ceilings, floors						
Painting and surface finishing	X	(X)	X	(jobs)		Items needed for resident work
Repair of wet room walls	X		X			
Sauna paneling repairs	X		X			
Repair and replacement of floor coverings	X		X			

Task	Performer		Payer			Notes
	Company	Resident	Company	Resident	Decision made on a case-by-case basis	
Fixed furnishings						
Painting and refurbishment of fixtures	X		X			
Replacement of sauna benches	X		X			
Heating						
Basic adjustment and repairs of radiators	X		X			Removing the thermostat is prohibited
Bleeding the radiators	X		X			
Ventilation						
Basic cleaning and sweeping of ventilation ducts	X		X			Performed every 7–10 years
Cleaning of exhaust vents		X		X		
Adjustment and repair of exhaust vents	X		X			
Cleaning of intake air vents		X		X		
Filter replacement for apartment-specific ventilation units	X		X			
Cleaning of the cooker hood grease filters		X		X		
Repair of the cooker hood	X		X			
Cleaning of the range hood grease filter		X		X		
Maintenance and repair of ventilation machines	X		X			
Proper use of apartment-specific ventilation systems		X				

Task	Performer		Payer			Notes
	Company	Resident	Company	Resident	Decision made on a case-by-case basis	
Water and sewer installations						
Cleaning of faucet aerators		X		X		
Repair and replacement of faucets	X		X			
Replacement of the shower hose	X		X			
Repair of the WC unit and washbasin	X		X			
Connection of dishwashers and washing machines		X		X		
Cleaning of sink traps		X		X		
Cleaning of floor drains		X		X		
Monitoring and reporting of leaks		X		X		
Clearing of drain blockages	X				X	
Reading of consumption meters and reporting the readings to the company		X		X		
Electrical devices						
Replacement of lamps		X		X		Must be intact when moving out
Replacement of fuses and starters		X		X		Must be intact when moving out
Repair of electrical devices	X		X			Applies to items installed by the company
Replacement of the antenna connection cable		X		X		
Installation point for an additional antenna	X			X		Permission must be obtained from the company
Additional electrical installations in the apartment	X			X		Permission must be obtained from the company

Task	Performer		Payer			Notes
	Company	Resident	Company	Resident	Decision made on a case-by-case basis	
Machines and equipment						
Replacing indicator lamps		X		X		must be left in the apartment
Replacing batteries		X		X		must be left in the apartment
Repair and maintenance of the sauna stove	X		X			
Replacing sauna stones		X	X			Supplies – Company
Cleaning the condenser of refrigeration appliances		X		X		
Cleaning the refrigerator defrost water drain		X		X		
Acquisition of smoke alarms	X		X			Batteries – Resident
Maintenance and repair of the stove and refrigerator	X		X			
Balcony						
Repairs of wall, floor and ceiling surfaces	X		X			
Balcony cleaning and snow removal		X		X		
Terrace and front yard of a ground-floor apartment in a row house or apartment building						
Cleaning of debris and sand		X		X		
Snow removal and sanding of steps and paved areas		X		X		Tools provided by the company
Lawn mowing and maintenance of plantings		X		X		Tools provided by the company

Task	Performer		Payer			Notes
	Company	Resident	Company	Resident	Decision made on a case-by-case basis	
A carport space under the resident's control						
Cleaning the carport space of trash and sand		X		X		Tools provided by the company
Snow removal and sanding of the carport space		X		X		Tools provided by the company
During spring and autumn cleaning, the carport space must be cleared of all items		X		X		
Other outdoor areas						
Cleaning up after dogs and other animals		X		X		Responsibility of the dog owner
Removal of cigarette butts		X		X		Responsibility of the litterer
Repair or replacement of the mailbox	X		X			
Other matters						
Insurance for the property and its equipment, that is, full-value property insurance	X		X			
Insurance for the resident's personal belongings, that is, home insurance		X		X		

7. Other

The task list in the property maintenance agreements takes into account the responsibility allocation table, particularly the cleaning, snow removal, and lawn-mowing duties that fall under the residents' responsibility. These tasks have already been considered during the property maintenance tendering process, and therefore their impact has also been included in the property maintenance fee and, through that, in the basis for determining the rent.

The above-mentioned tasks apply only to the private areas of the apartments, such as the terrace, the steps at the entrance door, the carport, and similar areas. The reason for implementing this practice is that terraces and carports often contain the residents' personal belongings. Moving these items back and forth while performing property maintenance tasks would significantly slow down the work and therefore increase the cost of property maintenance. This practice also clarifies responsibility issues in the event of possible damage.

These tasks include, among others:

- **Sweeping and cleaning the apartment's individual steps of trash, sand, snow, and ice is the responsibility of the resident. Likewise, sweeping and cleaning the carport parking space of trash, sand, snow, and ice is the responsibility of the holder of that parking space.**
- **During spring and autumn cleaning, clearing the parking space is the responsibility of the holder of that parking space.**
- **Residents of row houses, as well as ground-floor apartments in small apartment buildings, are responsible for mowing the lawn in front of their terrace area at ground level. The resident's responsibility covers the width of the apartment and approximately 5 meters outward from the wall line, both on the terrace side and on the front side of the apartment. The aim is to define the area clearly, for example up to the edge of the yard path in front of the apartment and up to planted areas on the terrace side. Further information can be obtained from the property caretaker if needed.**
- **In two-story small apartment buildings with so-called "cold side corridors," residents are responsible for sweeping and keeping clean the corridor area in front of their apartment, removing trash, sand, snow, and ice. The responsibility covers the width of the apartment and the depth of the side corridor.**

Carrying out the above-mentioned tasks requires reasonable tools, both in quantity and quality. Sevas Kodit Oy supplies standard tools to the housing units. The aim is to maintain a consistent level of quality and quantity of tools across all properties. If the tools are missing, insufficient, or require attention, this must be reported to the building's residents' committee. The residents' committee is responsible for agreeing, either with the property caretaker and/or the technical property manager, on the procedures for acquiring the necessary tools.