

## Advice for successful housing

### A. Apartment

1. The rent has to be paid on time i.e. by the due date at the latest.
2. Smoking indoors is strictly prohibited.
3. Quiet time begins at 10 p.m. and lasts until the morning at around 6/7 a.m. It is not allowed to disturb neighbours at any other time either.
4. The tenant takes care of the tidiness and general maintenance of the apartment and must keep it in a good state. When cleaning various surfaces, pay attention to their materials so as to avoid damage.
5. The tenant must not undertake any renovations without the landlord's authorization.
6. No garbage must be put into the toilet/sewage system.
7. Clothes can be aired out inside the balcony area, not outside the balcony.
8. Nothing can be kept hanging over the rail of the balcony.
9. The windows and doors have to be closed when you leave from the apartment.
10. The regulations of the building mention separate rules about barbecuing (the risk of fire).
11. Bed covers, sheets and carpets have to be dusted on a separate balcony for the purpose of airing out or in the yard on the matt racks.
12. The landlord or the housing agency has to be informed immediately about defects or damages.
13. A dish washing machine can only be installed by a professional. It is the tenant's responsibility to purchase a safety trough to place under the dish washing machine.
14. The tenant may not install a kitchen hood by himself.
15. A tenant may not transfer the use of the apartment to another person. In such a case the tenant must consult with the landlord concerning the proper procedures under Tenancy Law.
16. Fire alarms are obligatory. The tenant must buy and take care of them by him or herself.
17. A home insurance is recommended.
18. You always have to pay for water; hot water is three times more expensive than cold water.

### B. Common spaces

#### Staircases, cellar corridors, laundry rooms, storerooms

1. Must always be kept clean.
2. The tenant has to observe separate instructions of use in the laundry room, in the drying room and in the sauna:
  - In the laundry room, the laundry time is booked in the booking list by writing:
    - i. The time when you plan to start doing laundry and when you plan to finish, remember to also write your name and your apartment number.
    - ii. Carpets may not be washed in the machines.
    - iii. Clothes still dripping of water may not be put into the dryer.
    - iv. A booking to use the sauna is made through the housing company. Tenants can check on the information board to see when there are rotating sauna shifts made separately for women and men.

3. Locking of the doors: you have to insure that the outdoor gets locked after you enter or exit.
4. Loitering in the stairways is prohibited. You must not make noise.
5. Smoking/using drugs is prohibited.
6. An authorization has to be obtained from the landlord for the installation of a parabolic antenna.
7. No material can be kept in the corridor. All material has to be taken to the places reserved for them, for instance, the tenants' bikes into the bike-store.
8. The storeroom of each apartment is usually located in the basement; you have to lock the lock by yourself. Don't keep valuable material in the store-room.
9. The club room is managed by the tenants' committee; contact information can be found on the information board.

### C. Outdoor areas

1. Garbage has to be placed in bags in their appropriate places (each type of garbage has its own container (e.g. plastic, metal and paper go into separate containers). No garbage must be left outside the container. See the instructions for sorting the garbage. No furniture or other big items may be left in the garbage place.
2. The yards have to be kept clean; flowers and plants must not be damaged.
3. Berries from the common berry shrubs are picked together in an agreed way.
4. Children's activities in the yard have to be supervised.
5. Your own apartment yard has to be kept tidy and in good standing.
6. Cars have to be parked in the parking area. A heated parking place has to be reserved separately.
7. Visitors' parking spots are intended for use only during the time of visits.
8. Cars must not be washed or fixed in the yard or in the parking place.

### D. Other things

1. Pets have to be kept on a leash in outdoor areas and the excrements have to be cleaned away.
2. Pets must not be taken to the children's playing area.
  - a. Pets must not disturb other tenants.
3. You have to maintain peace with neighbours – get along with your neighbours.
4. The tenant is responsible for his/her visitors.
5. Each tenant takes care of peaceful housing for his/her own part and keeps places in good standing i.e. pleasant housing for everyone.
6. Housing rules and regulations have to be observed.
7. Housing rules and regulations are determined by the landlord. They concern all tenants.
8. Each tenant has to act in conformity with the Tenancy Law.

### *Whom to contact in case of questions or problems?*

- The housing manager of the building
- Tenants' godparent, if you have got the contact references