



# Residents' Guide

**WARTALO  
KODIT**

WARTALO.FI

# Welcome as a resident!

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## MOVING IN

### ***Welcome to your new home!***

*We are delighted that you chose Wartalo Kodit Oy's apartment as your new home. We will do our best to make your residence as smooth and comfortable as possible. Before and during your move, a number of important things need to be taken care of, which we have summarised in this chapter.*

*Please familiarise yourself with our guide!*





# Rental agreement and moving in

## SECURITY DEPOSIT

The security deposit equals 1 to 3 months' rent for the apartment concerned, and it must be paid before signing the rental agreement.

The security deposit will be returned within about 1 month after the expiry of the rental agreement if nothing in excess of normal wear and tear is noticed in the move-out inspection and the apartment has been left in a clean condition.

Any unpaid rents, utility charges and the costs of cleaning, emptying and repairing the apartment will be deducted from the refundable security deposit.

The cost of rekeying the lock will also be deducted from the security deposit (if the lock must be rekeyed due to lost key(s)).

Any costs in excess of the security deposit will be invoiced to the resident separately. No interest will be paid on the security deposit.

## RENTAL AGREEMENT

The rental agreement can be open-ended or for a fixed term.

An open-ended rental agreement expires upon termination after the end of the notice period. A fixed-term rental agreement expires on the date of expiry indicated in the agreement without any separate notice of termination.

By signing the rental agreement, you undertake to comply with the laws, terms and conditions, instructions, and house regulations related to a residential lease.


## PAYMENT OF RENT

On the 5th day of each month.

The tenant is required to assign any housing allowance to Wartalo Kodit Oy.

For a delayed payment, the resident will be charged interest on late payment according to the Interest Act, as well as potential collection costs. In the event of rent payment difficulties, the resident is advised to contact the rent collection company to draw up a payment plan (see the last page for contact information).





Rents and utility charges can be conveniently paid using the apartment-specific reference number or barcode provided by Wartalo Kodit Oy.

## **GOOD TO REMEMBER!**

The rental agreement can be terminated due to unpaid rent. Where necessary, unpaid rent and utility charges can be collected from the tenant by taking legal action.

## MOVING IN

The personal data of those moving in are entered in the register of residents upon signing the rental agreement. If the number of residents in the apartment changes later, the data on the new or moved-out family member must be notified to the office of Wartalo Kodit Oy. This is to ensure that the house resident data and the data on the extract from the register of residents remain up to date. The keys to the apartment can be obtained from the office of Wartalo Kodit Oy at Antinpuisto 8.

You can reserve a parking space and sauna time from the office of Wartalo Kodit Oy or at [www.wartalo.fi](http://www.wartalo.fi) under the For residents ('Asukkaalle') section. The keys to the parking space will be delivered by the property maintenance worker when the parking space has been reserved.

## INITIAL INSPECTION

The apartment has been inspected before the new resident moves in. When moving in, the resident is also required to inspect the apartment by him/herself and report any defects or deficiencies noted as soon as possible after moving in by calling Wartalo Kodit Oy's customer service, the property maintenance worker in their area, or by submitting a fault report at <https://www.wartalo.fi/vikailmoitus>

## ELECTRICITY SUPPLY CONTRACTS

The apartment's electricity supply contract must be concluded by the resident him/herself. The electricity supplier can be freely chosen by the resident. The electricity supply contract must be concluded well in advance of moving in, as the tenant is responsible for electricity for the term of the rental agreement.

## INSURANCE

The property insurance taken out by Wartalo Kodit Oy only covers damage to the property. It does not compensate for damage caused to the resident's personal belongings in the apartment or elsewhere in the premises of the property.

We recommend residents to take out home insurance to protect their personal belongings. It is advisable to include liability insurance in the home insurance that covers damages caused by the resident him/herself. It does not compensate for damage caused to the resident's personal belongings in the apartment or elsewhere in the premises of the property.

## EXTRACT FROM THE REGISTER OF RESIDENTS

The extract from the register of residents is a proof of residence that is needed when, for example, you apply for housing allowance from Kela. The extract from the register of residents can be obtained on request from Wartalo Kodit Oy's customer service.

The extract from the register of residents is free of charge.

READ MORE  
[wartalo.fi](http://wartalo.fi)

## NOTIFICATION OF MOVE

*A notification of move must be filed whenever you move permanently from one apartment to another. A notification of move must also be filed when temporary stay at another address lasts for more than three months. The notification of move to the population registration centre must be submitted no later than one week after the move, and at the earliest one month before the move. The notification can be made by phone, on the Internet or by filling out the relevant form at the post office or at the local registry office*

**The notification of move can be conveniently filed online at:  
[www.muuttoilmoitus.fi](http://www.muuttoilmoitus.fi) or <https://www.posti.fi/en/private/change-address>**



# 2

## SMOOTH-RUNNING EVERYDAY LIFE

*When duly paying their rent, residents have the full right to enjoy their residence. This right also comes with duties and responsibilities. Residents must take good care of their apartment.*

*Proper use and care of the apartment and the property benefits all the residents. Repair costs and energy consumption remain at planned levels, and housing costs remain reasonable.*



# Upkeep of the apartment

*This section summarises a few upkeep tasks for which the resident is responsible. With proper use and care of the apartment, you contribute to the living comfort and prevent potential moisture problems and health hazards in the apartment.*

*If in doubt, please ask for advice before starting the upkeep and maintenance work. Refer to the responsibilities matrix on pages 22–23 below to determine under whose responsibility a specific task falls.*

## Defrosting the refrigerator and freezer

The resident is responsible for defrosting the refrigerator and freezer once a year. It is advisable to do the defrosting during frosty weather when the food can be taken outside.

1. Empty the refrigerator and freezer and take the food outside when it is cold. Turn off the appliances.
2. Protect the area around the refrigerator and freezer with large towels to prevent water from dripping onto the floor. You can speed up the melting of ice by placing a hot water container inside.
3. The water that has melted onto the bottom of the freezer drains into a container placed outside the freezer through the opening in the bottom or through the spout on the bottom level front edge. Otherwise, collect the water from the bottom of the appliance.
4. Wipe the interior and exterior surfaces of the refrigerator and freezer clean when the appliances have thawed out.
5. Wipe the door seals clean.
6. Pull out the refrigerator and freezer.
7. Vacuum the rear condenser and the compressor outer surfaces of dust.
8. Clean the defrost water drain pipe behind the refrigerator according to the appliance manufacturer's instructions.
9. Put the refrigerator back in place.

## GOOD TO REMEMBER!

**Be sure to immediately report any defects and damage for which Wartalo Kodit Oy is responsible to the property maintenance worker or electronically at [wartalo.fi/vikailmoitus](http://wartalo.fi/vikailmoitus)**





## Ventilation

Keep the replacement and exhaust air valves open and clean.

In winter, the window should not be left open for a long time when airing the apartment. The proper and energy-efficient way to air the apartment is to quickly use cross-draught for a few minutes.

## Cleaning of ventilation valves

The resident is responsible for the cleaning of ventilation valves.

- Clean the ventilation valves of dust at least twice a year by vacuuming or wiping.
- If necessary, wash the valve with a mild detergent solution if it can be removed.
- Do not change the valve adjustment by rotating the plate in the middle. Do not cover the valve.
- Do not block the valve.

## Cleaning the cooker hood

The cooker hood has a grease filter that must be cleaned at least once a month.

- Remove the grease filter for cleaning. Wash the filter in warm water and dish detergent.
- When cleaning the grease filter, the inside of the cooker hood and any ventilation vent therein must also be cleaned in accordance with the above cleaning instructions for ventilation valves.
- If a grease filter in poor condition needs to be replaced, contact a property maintenance worker.



## Washer and dishwasher

Wartalo Kodit Oy does not connect washing machines. This may only be done by a qualified plumber.

The washer or dishwasher must not be left unattended when it is running. The washer tap must be closed when washer is not used.

Washing machines and connection hoses must be monitored regularly for potential leaks.

The washer in the bathroom must not be used while taking a bath or shower. A protective tray must be installed under the dishwasher.

## Cleaning the floor drain

The bathroom floor drain must be cleaned regularly of accumulated debris, such as hair.

1. Remove the floor drain cover.
2. Remove the debris accumulated in the floor drain.
3. Wash the drain with an old dish brush and spray clean.
4. Finally, put the cover back in place.

## Bathroom and sewers

Even small leaks in faucets and toilet seats can cause considerable additional costs and potential water damage. The condition of the faucets and especially the toilet seat must be monitored regularly. Any leaks must be immediately reported to a property maintenance worker.

It is advisable to dry the bathroom with a spatula after use. Large amounts of laundry are recommended to be dried in the property's common drying room.

Food residues, frying fats and litter can block the sewer and in the worst case cause water damage.

Hazardous waste also burdens the environment. You will have to pay the bill for opening the sewer if you have put something in the toilet that does not belong there and thus acted carelessly.

### **FAULT REPORT**

*In all maintenance and repair matters, contact a property maintenance worker directly on weekdays between 7-15.*

*You can find the contact information on the house notice board or online at [wartalo.fi/vikailmoitus](http://wartalo.fi/vikailmoitus). In urgent matters outside of regular working hours, call the on-call duty number.*



## Balcony

The balcony must be kept clean of debris and snow. When removing snow, care must be taken to ensure that the falling snow does not cause danger or inconvenience to anyone on the yard.

The apartment balcony is intended for enjoying the view, not for storing things. The airing of bed linen is permitted on balconies. Carpets should be dusted in the carpet beating rack on the yard.

Throwing trash and cigarette butts from the balcony is strictly prohibited. We also recommend to avoid smoking on the balcony for reasons of living comfort.

Feeding birds in the area of the property is prohibited.

## Yard area

In apartments that include their own yard, the resident is required to take care of the cleanliness of the yard, including lawn mowing and removal of cigarette butts.

## GOOD TO REMEMBER!

For reasons of safety and living comfort, barbecuing and burning outdoor fires, etc. on the balcony is not allowed.

# Common facilities for common use by the residents

## Staircases

- Entrance doors are normally unlocked between 6.00 and 21.00.
- Due to fire safety regulations, no belongings may be stored in the staircase and the fire doors must always be kept closed.
- Any disturbing behaviour in the staircases is not allowed.

## Storage rooms for outdoor equipment, storage cabinet and bicycle storage

- The property usually has dedicated storage areas for prams, skis, bicycles, etc.
- The storage of mopeds and other combustion engine driven vehicles in these facilities is strictly prohibited!
- Each apartment has an assigned storage cabinet, numbered according to the apartment.

### **NOTE!**

*Flammable liquids, flammable gases or explosives may not be stored in the storage cabinets!*

## Laundry room

- Use of the laundry room is allowed between 7.00 and 22.00.  
More detailed instructions for using the laundry room can be found on the wall of the laundry room.
- Use the reservation list by writing the apartment number in the list.
- The laundry room is only intended for washing the house residents' laundry.





## GOOD TO REMEMBER!

Use machines and appliances according to the user instructions. Take your washed laundry to the drying room before the end of your laundry turn, and remove your dry laundry promptly.

Leave the laundry room tidy for the next user.

### Drying room

- In your own bathroom, it is advisable to only dry small amounts of laundry at a time. In order to minimise moisture damage in apartments, it is recommended to also dry the laundry washed in your own washing machine in the drying room.
- The drying room is intended for drying ordinary laundry.
- Use of the dryer is allowed between 7.00 and 22.00. More detailed instructions can be found on the wall of the laundry room or drying room.



## Common sauna facilities

- If the housing company has a sauna, the tenants can book sauna time.
- A sauna time can be conveniently booked on the Wartalo Kodit Oy website at [www.wartalo.fi](http://www.wartalo.fi), under For residents – Sauna times ('Asukkaalle – Saunavuorot').
- A sauna fee will be charged for the use of the sauna in connection with the rent.

### WHEN USING THE SAUNA

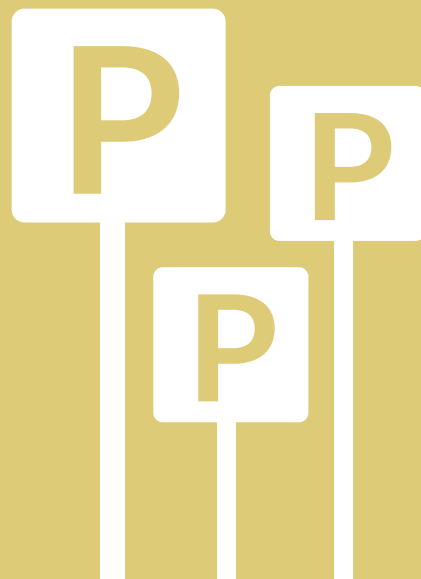
*Leave the sauna and washroom and dressing room tidy.*

*Do not use sauna scents. Take any bottles, cans, and smelly trash with you.*

*Notify the property maintenance worker if the sauna does not heat up or if you notice any other defects.*

## Resident parking

- Cars must be parked in the permitted parking spaces. Please also guide your guests to park correctly.
- Parking in the yard area is prohibited, the traffic signs and parking restrictions must be complied with. Parking is supervised by an outside operator.
- Parking is prohibited on the emergency access road indicated by the emergency access road sign. Short-time parking on the emergency access road is allowed to transport people with impaired mobility and heavy goods. The vehicle must be capable of being moved immediately if necessary.
- You can submit a request for parking space in your property's parking lot at [www.wartalo.fi](http://www.wartalo.fi) under For residents – Parking spaces ('Asukkaalle – Autopaikat').





## Living comfort

*To enable day-to-day living to run smoothly, it is good to remember and show consideration for the other residents. House regulations have been drawn up for the property to make everyday life easier.*

*Common ground rules also make the living environment comfortable for everyone. The house regulations contain instructions related to living, health and safety. They can be found, e.g., from the staircase notice board. The house regulations can also be found on pages 26–27 below.*

### Pets

Pets are welcome to move in with you. Please make sure that your pet does not cause disturbance to others, and also make sure that the pet's droppings are cleaned up.

### Good neighbour relations

Living in a residential property requires flexibility. Normal sounds of life must be tolerated, and complete silence cannot be demanded from the neighbours. However, you must always remember to take the other residents into account.

#### **DISTURBANCES**

*In the event of frequent disturbances and violations of the house regulations, the primary obligation to report rests with the other residents of the property. In the event of a disturbance, file a disturbance report at [wartalo.fi/sahkoinen-asiointi](http://wartalo.fi/sahkoinen-asiointi). After receiving a disturbance report from the residents, Wartalo Kodit Oy is capable of intervening with the disturbance or violation of the house regulations.*





## Resident activities

Wartalo Kodit Oy's goal is to have an active and independent resident committee established for every property it owns.

In Wartalo Kodit Oy's properties, residents' meetings are held at regular intervals to decide on the form of joint administration by the residents and Wartalo Kodit Oy.

The composition of the resident committees elected at resident meetings is announced on the notice board of each property.

The good cooperation between Wartalo Kodit Oy and resident activities aims at outcomes that are in the interest of both the residents and the company. The main objectives are living comfort, reasonable costs, long-term planning, and preservation of the value of residential buildings.

## DO JOIN US

Doing things together increases trust, living comfort, safety and appreciation of rental housing!

The resident committees can nominate resident representatives from among their members to the board of Wartalo Kodit Oy. Two resident representatives will be elected.

They participate as equal members in the management of Wartalo Kodit Oy's affairs in the official meetings of the board.

The property rescue plan  
is available at  
[wartalo.fi/asukkaalle](http://wartalo.fi/asukkaalle).

# Safety

## Apartment electrical safety

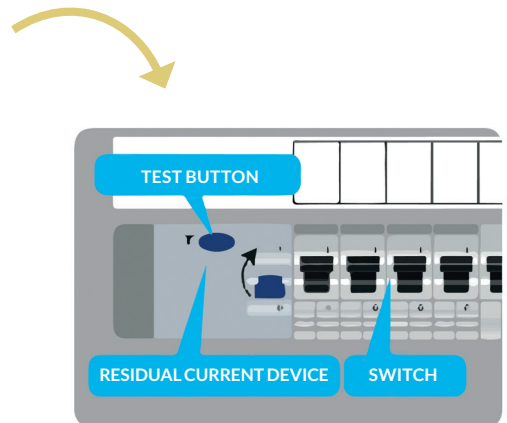
As a rule, electrical installations and repairs may only be carried out by a qualified electrical professional.

When the apartment is left unattended, electrical appliances must not be left on. Notify the property maintenance worker immediately of any faulty electrical appliances for the maintenance of which Wartalo Kodit Oy is responsible.

## Residual current device in apartments

The residual current device is a sensitive protective device that supplements the protection provided by a fuse or circuit breaker. A residual current device is used in the newest apartments.

The residual current device is usually installed in the switchboard next to or near the circuit breakers. The operation of the residual current device must be tested at regular intervals, e.g. quarterly, by pressing the test button on the device, in which case the lever in the residual current device must turn to the 0 position. After testing, the residual current device is returned to the operating position by turning the switch to the I position. If the device does not respond when the test button is pressed, it is faulty and must be replaced.



## Car heating sockets

When plugging in cars, a connection cable made for this purpose must be used. Do not use extension cables or defective connection cables. The use of the car's interior space heater is also prohibited.

## TV and Internet

Internet access is included in the rent of Wartalo Kodit Oy's apartments.

The modem and connecting devices in the apartment are the property of Wartalo Kodit Oy.

In case of malfunctions, contact MPY's technical support (see the back page for contact information).

The residents' own dish or rake antennas may not be installed outside the apartment.

# Resident's safety instructions

## General emergency number

# 112

### IN THE EVENT OF FIRE:

- Rescue those in immediate danger, warn others
- Call the emergency number 112 from a safe place
- Initiate extinguishing if it is safe to do so.
- Prevent the fire from spreading by closing doors, windows and ventilation
- Do not exit to a smoky staircase
- Guide the fire department to the scene
- The sequence of actions may vary depending on the situation
- REMEMBER, SMOKE KILLS!

### GENERAL ALARM SIGNAL

- Move indoors, stay inside
- Close all doors, windows, air vents and ventilation systems
- Stay calm, turn on the radio and wait for instructions
- Avoid using the telephone
- To avoid further danger, do not leave the area unless advised to do so by the authorities.

### EMERGENCY FIRST AID INSTRUCTIONS

Everyone can help! The least you can do is call 112.

#### ENSURE BREATHING

Use your cheek to feel if the victim is breathing. If yes, turn victim so that he/she is lying on the side. Turn the chin away from the chest. Keep checking the breathing. If the victim is not breathing, start cardiopulmonary resuscitation, 30 chest compressions followed by 2 breaths.

#### ENSURE BLOOD CIRCULATION

Stop heavy bleeding by applying direct pressure to the wound with your hand. Remove tight clothing.

# 3

## MOVING OUT

*If you want to move out, you must terminate your residence in writing. The period of notice for the resident is one calendar month. This section summarises a few important things you need to consider when moving out.*





## Terminating residence

The termination must always be made in writing. You can terminate your residence online at [wartalo.fi/sähköinen asiointi](http://wartalo.fi/sähköinen_asiointi). If the rental agreement is in the name of two persons, signatures are required from both. The signing can be carried out electronically.

According to the Act on Residential Leases, the notice period is calculated from the last day of the calendar month in which notice was given. For the resident, the notice period is one calendar month.

## Moving out

Wartalo Kodit Oy's representative will check the condition of the vacated apartment after moving out or, if necessary, even earlier.

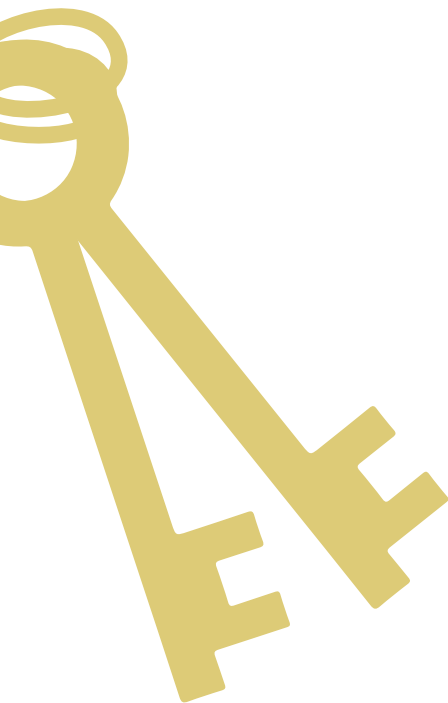
The resident is responsible for the upkeep of the apartment and liable to pay compensation for any damage caused to the apartment and for leaving it in an untidy condition. The provisions of the Act on Residential Leases are applied to the compensation procedure.

If the liability to pay compensation exceeds the amount of the security deposit, the excess costs will be invoiced to the resident in accordance with the current price list.

The costs of storing any goods left in the apartment or storage facilities and taking them to a landfill will also be invoiced to the resident.

All apartment and car heating outlet box keys must be returned to Wartalo Kodit Oy's customer service no later than on the date of expiry of the rental agreement or on the next business day.

Any unreturned or lost keys will necessitate rekeying of the lock, the cost of which will be charged to the resident in accordance with the current price list.



### **APARTMENT INSPECTION**

*The resident is responsible for the condition of the apartment. When moving out, the apartment must be duly cleaned, after which Wartalo Kodit Oy's representative will inspect the apartment. See the instruction for cleaning when moving out on the adjacent page.*

# Instructions for cleaning when moving out

When moving out, you must clean your apartment before handing in the keys.

After the tenant has moved out, the apartment will be inspected for cleanliness and potential damages the tenant is liable to compensate for. Normal wear and tear due to long-term living and the age of the apartment are taken into account in the inspection. However, it should be noted that a worn surface and a dirty surface are two different things.

If no defects are noted in the inspection, the security deposit will be returned to the tenant according to the terms and conditions of the rental agreement.

## KITCHEN

- Defrosting the refrigerator/combined refrigerator & freezer; make sure the melting water does not end up on the floor
- Cleaning the cooker and the refrigerator inside and outside as well as their installation recess and the floor
- The refrigerator/combined refrigerator & freezer must be unplugged and the doors left open
- Cleaning the interior and exterior surfaces of kitchen cabinets
- Cleaning the ventilation valves and/or the cooker hood grease filter
- Washing floor surfaces

## BATHROOM, SAUNA AND TOILET

- Washing the toilet seat and washbasin
- Cleaning floor drains
- Washing sauna benches
- Cleaning ventilation valves
- Washing walls and floors

## GENERAL CLEANING

- Cleaning replacement air valves and the background of radiators
- All floor surfaces in the apartment must be washed, and any stains on the doors, door jambs, walls and light switches removed
- Emptying the storages and cold storage cabinet assigned to the flat, cleaning the shelves and sweeping the floors
- Cleaning the windows from inside
- Emptying and cleaning the balcony or yard area belonging to the apartment.

## OTHER THINGS TO CONSIDER

- The MPY broadband network terminal with accessories must be left in the apartment in a visible place. The tenant is liable to pay compensation according to the current price list if the terminal or its accessories are lost or broken.
- If a dishwasher has been installed in the apartment, the water supply and drain lines must be capped when the dishwasher is removed.  
The capping must be done properly using approved fittings. If moisture damage occurs due to uncapped water supply or drain line, the resident will be billed for the costs incurred.
- Any repairs made for which the tenant is responsible will be charged for according to the current price list.
- Wartalo Kodit Oy's current price list is available at [wartalo.fi/lomakkeet](http://wartalo.fi/lomakkeet).

## GOOD TO REMEMBER!

Disposed furniture, televisions, refrigerators, electronics, batteries, etc. may no be left at the property's waste receptacles, but must instead be taken directly to the appropriate collection points.

# Responsibilities matrix

## Apartment upkeep and maintenance

Wartalo Kodit Oy will ensure that the building stays in good condition Residents must ensure or supervise that the common property in the building is not damaged by the residents themselves or their family members and guests. Tenants are liable to compensate for damage caused by negligence.

There may be doubts about who should undertake repairs or be liable for costs The main rule is that Wartalo Kodit Oy is responsible for repair work inside and outside the property. Residents, on the other hand, are responsible for any additional equipment acquired by them and repairs improving the quality of their homes.

TARGET AND TASKS	REPAIR RESPONSIBILITY		
	R	W	W/R
<b>KEYS AND LOCKS</b>			
Acquiring additional keys			X
Rekeying the external door lock			X
Acquiring and installing a security lock ***	X		
Acquiring and installing a security chain ***	X		
<b>WINDOWS</b>			
Repairing window panes *			X
Sealing windows *			X
<b>DOORS</b>			
Repairing the apartment entrance door and balcony door *			X
Sealing the apartment entrance door and balcony door *			X
Acquiring and installing a door peephole ***	X		
<b>EQUIPMENT</b>			
Repairing and replacing household appliances belonging to the apartment *			X
Cleaning the cooker hood grease filter	X		

\* Contact the property maintenance worker

\*\* Advance approval required

\*\*\* Only by an expert or specialist company; to be agreed upon on a case-by-case basis



TARGET AND TASKS	REPAIR RESPONSIBILITY		
	R	W	W/R
<b>HEATING AND VENTILATION</b>			
Bleeding and adjusting radiators *		X	
Cleaning ventilation valves	X		
<b>WATER SUPPLY AND SEWAGE FIXTURES AND FITTINGS</b>			
Washing machine connections and installation ***	X		
Cleaning floor drains	X		
Cleaning stench traps	X		
Acquiring and replacing a shower hose *			X
Replacing the toilet seat *			X
<b>ELECTRICAL APPLIANCES</b>			
Acquiring and replacing a fire detector and battery	X		
Acquiring and replacing fuses and lamps	X		
Acquiring and replacing the refrigerator			X
Acquiring and replacing door buzzer batteries			X
Repairing light switches and power outlet sockets ***		X	
Replacing MPY's Internet access modem (office)			X
Storage of MPY's Internet access modem and peripherals	X		
Acquiring and replacing stones for the apartment sauna			X
<b>DIY REPAIRS</b>			
Interior painting and wallpapering **			X
Replacing floorings **			X
Other DIY repairs **			X

*In case of doubt, always contact the property maintenance worker before proceeding to repair work. For more instructions and information on building specific practices regarding DIY repairs, please contact relevant Wartalo Kodit Oy personnel.*

*Contact details are available at [www.wartalo.fi](http://www.wartalo.fi)*

*For the property maintenance worker's telephone number, see the building's notice board.*

# Recycling instructions

The properties have separate receptacles for sorting mixed waste as energy, biowaste, paper, glass, and metal; some also have receptacles for cardboard. It is important to sort the waste correctly because most of it is utilised in recycling or as energy. You may not bring, e.g., waste electrical and electronic equipment, furniture or hazardous waste, such as medicines, batteries, accumulators and paints, to the property's waste receptacles. They must be taken to the nearest collection point.

## BIOWASTE

- vegetable and fruit peels, egg shells
- food leftovers, small bones
- coffee grounds and tea bags
- kitchen paper and napkins
- flower soil and plant parts

*Drain off any liquids and absorb excess moisture with, e.g., paper towels.*

*Pack the bio-waste well in newspaper or a biodegradable bag. Do not use plastic.*

**NO chemicals, ash, plastic or other non-biodegradable materials.**

## MIXED WASTE – TO ENERGY

Utilised as fuel in the Riikinvoima eco power plant.

- dirty papers, cardboards and plastic packages
- small PVC plastic items, rain clothes, coated fabric
- rubber, leather, plastic consumables
- nappies and other hygiene products
- clothing unfit for use, footwear and home textiles
- dust bags and household cleaning waste
- incandescent bulbs and halogen light bulbs, fuses
- CDs, VHS cassettes and other similar media
- cigarette butts, gift wrapping paper
- non-compostable pet litter

*Small pieces of non-combustible waste, such as ceramic dishes or light bulbs, can be placed in the mixed waste.*

*Larger amounts of non-combustible waste must be taken to a waste treatment centre.*

**NO hazardous waste, electrical and electronic equipment, recyclable waste or bulky waste.**

## PLASTIC PACKAGES

Only empty, clean and dry plastic packages:

- plastic food packaging such as butter containers, yogurt cups
- cold cuts and cheese packages
- plastic bottles and containers
- plastic carriers, bags and wrappings

*Plastic packaging can be put in mixed waste if the household does not sort packaging plastics.*

**NO large plastic items or PVC.**

## GLASS PACKAGING

Only clean packaging glass:

Glass jars and bottles

*Remove lids and caps and rinse with cold water if necessary. Collar rings or labels need not be removed.*

**NO glassware, porcelain, ceramics, crystal or opal glass, lamps, glass luminaires or fluorescent tubes, window, mirror, flat or windshield glass, plastic, healthcare glass packaging such as injection bottles or ampoules.**

## PAPER

- newspapers and magazines
- envelopes, advertisements
- office paper, phone books
- books without covers

**NO wet or dirty paper, gift wrapping paper or cardboard.**



## METAL

- cans and drink cans
- aluminium dishes and foils
- metal caps, lids and tubes
- metal cutlery and dishes
- completely empty and dry paint cans
- small metal objects, nails, fixtures

*Only empty and clean packages. Take large pieces of metal and scrap metal to a waste treatment centre. **NO batteries, New Years tins, electrical equipment or hazardous waste.***

## CARDBOARD

- liquid cartons (also foiled)
- brown cardboard, kraft paper
- cardboard packaging, pizza boxes
- cereal and cookie packages
- sugar and flour bags, egg cells
- household and toilet paper rolls
- copying paper wrappings

*Rinse the liquid packs and drain dry. Flatten and pack inside one another. **NO dirty or wet cardboard.***

## WASTE ELECTRIC AND ELECTRONIC EQUIPMENT (WEEE)

All home appliances that work with mains power or battery, such as:

- refrigerators, freezers, stoves, washing machines
- TVs, computers and other entertainment electronics
- fluorescent, energy-saving and LED lamps
- tools such as drills and grinders
- lighting fixtures and small appliances

***NO fuses, light bulbs, internal combustion engine equipment.***

*You can return household electrical waste free of charge to the point of sale when purchasing a new appliance or to another collection point approved by the producer community.*

## HAZARDOUS WASTE

Hazardous household waste is received free of charge at the Riikinneva waste treatment centre and at the municipalities' official reception points.

- undried paints, varnishes, glues, solvents, thinners, impregnants
- strong cleaning agents, acids and bases
- plant protection agents and pesticides
- New Year tins
- waste oils, oily waste, brake, clutch, cooling, battery and other fluids, batteries
- fluorescent tubes and energy-saving lamps

*Take medicines, syringes, needles and mercury thermometers to the pharmacy. Take batteries and small batteries to stores that sell them.*



# Wartalo Kodit Oy

## house regulations

### ENTRANCE DOORS

Entrance doors are kept closed in apartment buildings between 21.00 and 06.00; however, there may be building-specific exceptions.

### BEHAVIOUR AT NIGHT

Any noisy activity in the apartments and elsewhere on the premises disturbing other residents is prohibited between 22.00 and 07.00.

The neighbours and the property maintenance worker should be informed if family festivities last longer than 22.00.

Loud playing of the radio, music equipment and the TV is also prohibited.

Residents are also responsible for any disturbance caused by their guests.

### STAIRCASES

Residents must not keep their shoes or other such belongings in the staircases.

When entering the building,

wipe your shoes on the mat or the shoe brush outside the door.

You should move in the corridors and lifts and close doors as quietly as possible.

Any disturbing behaviour in the staircase is prohibited. General cleanliness must be observed in the corridors, lifts and other common facilities.

### OUTDOOR AREAS

Outdoor equipment must be kept in their designated places.

Bicycles must be kept outside in the bicycle racks or indoors in the spaces reserved for them.

Cars must be parked in designated places in the parking lots or garages.

Parking on designated rescue routes and yard areas is prohibited.

The lawns and plantings must not be damaged.

Waste must be sorted into the waste bins reserved for them.

Furniture, household appliances, electronics, etc. waste must be recycled in accordance with the recycling instructions.

Animals must not be fed in the yard areas.

### AIRING AND DUSTING BED LINEN AND RUGS AND CARPETS

Rugs and carpets may only be dusted and aired on the carpet beating racks in the yard area.

The dusting and airing of rugs and carpets is prohibited on balconies and on the rails of access balconies.

In addition to the carpet beating racks, the airing of bed linen is also permitted on balconies.

### USE OF THE SAUNA, LAUNDRY ROOM, DRYING ROOM AND PRESSING MANGLE

The sauna is available against a sauna fee. A sauna time can be reserved at [wartalo.fi/asukkaalle](http://wartalo.fi/asukkaalle).

The sauna, laundry room, drying room and pressing mangle are only available to residents of the house. Bringing pets to these facilities is forbidden.

To use the laundry room and the drying room, you must make an advance reservation by writing your apartment number in the reservation list.

## **PETS**

Dogs and cats must be kept on a leash when in staircases and common yard areas.

Pets must be taken off the common yard area for defecation and urination.

Residents must ensure that their pets do not cause disturbance or danger to the neighbours by their sounds or other behaviour.

Taking pets out in areas reserved as children's play areas or in their immediate vicinity is prohibited.

## **BALCONIES**

You are not allowed to feed

birds on the balconies. You are not allowed to throw cigarette butts or other rubbish from the balconies.

Open fires of any kind are prohibited on the balconies.

## **COMMON FACILITIES AND STORAGE AREAS**

Open fire is not allowed in the common facilities of the house.

The storage of combustible liquids and internal combustion engine machines in common facilities and storage rooms is prohibited.

The corridors of common facilities or similar areas may not be used for storage.

## **SMOKING**

Smoking in residential apartments is prohibited under new rental agreements as of 1 March 2020. The resident is responsible for all repair costs caused by smoking. Smoking on balconies is not recommended.

Smoking in the common facilities, corridors and lifts is prohibited.

Smoking is not allowed in the yard area in the immediate vicinity of entrances, replacement air vents and other outdoor air equipment, on shared balconies, and on access balconies.

## **OTHER PROVISIONS**

All modifications, paint work and similar repairs to buildings and apartments are prohibited without the landlord's permission.

In addition to the above, you are required to comply with the provisions of the rental agreement, general laws and regulations, and the Public Order Act as well as generally accepted codes of conduct and requirements on the comfort and convenience of residents.

## **WARTALO KODIT OY BOARD OF DIRECTORS**



# Contact information

## OFFICE HOURS

Weekdays Mon–Fri 09.00–16.00

In summertime, 1 June to 31 August, Mon–Fri 09.00–15.00

## CUSTOMER SERVICE

Apartment rental	tel. +358 10 421 5711	vuokraus@wartalo.fi
Customer service and rental agreements	tel. +358 10 421 5712	asiakaspalvelu@wartalo.fi
Monitoring of rent payments and security deposits	tel. +358 10 421 5715	vuokravalvonta@wartalo.fi
Resident activities	tel. +358 10 421 5716	asukastoiminta@wartalo.fi

## PROPERTY MAINTENANCE

**Fault reports [www.wartalo.fi/vikailmoitukset](http://www.wartalo.fi/vikailmoitukset)**

Area 1	tel. +358 10 421 5741
Area 2	tel. +358 10 421 5744
Area 3	tel. +358 10 421 5749
Area 4	tel. +358 10 421 5734
Area 5	tel. +358 10 421 5735

For a more specific area division, visit [www.wartalo.fi](http://www.wartalo.fi)

Property maintenance work supervision tel. +358 10 421 5732

Cleaning work supervision tel. +358 10 421 5766

Note! Text messages cannot be sent to +358 (0)10-prefixed numbers.

## ON-CALL DUTY

During regular working hours, call the number of your area directly

or visit [www.wartalo.fi/vikailmoitukset](http://www.wartalo.fi/vikailmoitukset)

On-call number outside of regular working hours tel. +358 10 421 5798

## Service fees for +358 (0)10-prefixed corporate numbers

Calls to +358 (0)10-prefixed corporate numbers cost 8,35 cents/call + 16.69 cents/min.

## COLLECTION OF OVERDUE RENT

Visma Financial Solutions Oy, tel. +358 24 808 8020 or

by email at [fsf.perintapalvelu@visma.com](mailto:fsf.perintapalvelu@visma.com)

**MPY** technical support and fault reports 24/7

Tel. +358 30 670 3019 (€0.084/min)



Antinpuisto 8, 78250 Varkaus

Tel. +358 10 421 5712

[asiakaspalvelu@wartalo.fi](mailto:asiakaspalvelu@wartalo.fi)

[www.wartalo.fi](http://www.wartalo.fi)

You can also find us in Facebook and Instagram.