



Kiinteistö Oy  
Vaalan Niska

# Housing guide



**Keep this guide in the apartment!**



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## Welcome to Kiinteistö Oy Vaalan Niska!

Welcome to Vaala! You have now moved in as a resident of Kiinteistö Oy Vaalan Niska. We are a small limited company with six employees, and the municipality of Vaala is our owner.

The decisions of the real estate company are made by a five-person board, which meets approximately once a month. Once a year, we hold a general residents' meeting for those living in ARA-restricted properties, to which you are welcome. We always announce the meetings well in advance, and in the announcement, you will receive the meeting details and an invitation.

Kiinteistö Oy Vaalan Niska has a total of 225 apartments in 17 different properties in the central area of Vaala municipality. The apartments range from 80 square meter three-room apartments to 26.5 square meter studios. Our housing stock has been built since 1972, with the newest completed in 2024.

The purpose of this guide is to inform you about practical matters related to renting and how you can easily deal with us. There is no matter too small to ask us about.

It is advisable to follow the municipality of Vaala's website ([vaala.fi](http://vaala.fi)) and social media (Facebook and Instagram: Vaalan Kunta), where we also provide information about current matters concerning our rental properties.

### Contact information:

Our office is located in the old Vaala Town Hall at Vaalantie 14. Customer service is open by appointment at 0400 855 952/[asuntotoimisto@vaala.fi](mailto:asuntotoimisto@vaala.fi).

Real estate secretary Soili: 0400 855 952, [soili.anttonen@vaala.fi](mailto:soili.anttonen@vaala.fi)

Property manager Sanna: 0400 855 953, [sanna.kuisma@vaala.fi](mailto:sanna.kuisma@vaala.fi)

Maintenance worker Jani (weekdays 7:00-15:00): 0400 855 929

Real estate emergency service 24/7: 040 5050 560

## Applying for an apartment

On the Vaala municipality website, navigate to Kiinteistö Oy Vaalan Niska and find the apartment application. Print the application, fill it out, and return it with the required attachments. You can either submit it in person or scan and email it to [asuntotoimisto@vaala.fi](mailto:asuntotoimisto@vaala.fi).

### Available Apartments

The quickest way to inquire about available apartments is to email or call us. You can find the contact information on the front page of the guide.

### Changing Apartments

If your life situation changes or you feel the need to change apartments, follow the same procedure as when applying for an apartment.





## **Starting the Rental agreement**

### **Rental Deposit**

Each apartment requires a rental deposit equivalent to one month's rent. Once you have paid the deposit and your lease has started, you will receive the key to your apartment from our office.

### **Lease Agreement**

The lease agreement can be made at our office or electronically via email, requiring online banking credentials for electronic signatures. The lease includes the apartment rent, water charges (fixed or based on consumption), parking space, and sauna session fees.

### **Apartment Condition Inspection at Move-In**

Apartments are inspected on the move-out day starting at 9:00 AM. As a new resident, it is advisable to inspect the apartment upon moving in and immediately report any discrepancies to the property manager.

### **Home Insurance**

You are required to obtain home insurance for your apartment. This covers damages such as water leaks, damage to fixed furnishings, and equipment failures.



### **Electricity Contract**

As a new tenant, you need to make an electricity contract with an electricity provider. The provider will update the information directly with the electricity distribution company. If we notice that you haven't made an electricity contract for your apartment, we will charge you for it.

### **Water Charges**

Water charges are always included in your lease agreement. In some properties, there is a fixed monthly water charge, while in others, it is based on consumption. The water charges are estimated according to the number of occupants and consumption is balanced annually in November.

### **Parking Space and Parking**

The parking space fee is added to your lease agreement if you need one. If any misuse is detected, the parking fee will be charged retroactively. There are plenty of parking spaces available in the yards of each housing company. At the address Sahanrannantie 4, the parking fee is automatically included in the rent because the electricity for the carport comes from the apartment's own electrical panel.

In summer, please keep your car in its designated spot to ensure our gardening work can proceed smoothly. In winter, keep your car in its spot and only heat it when you are about to drive. Do not leave the heating cable hanging on the heating pole, as this poses a safety risk and prevents the contractor from clearing snow from the parking spaces.

### **Storage Rooms**

Each apartment has its own cold or warm storage space within the housing company. It is the tenant's responsibility to lock the storage and maintain its cleanliness.



## Living in a Rental Apartment

### What Governs the Lease Agreement and Rental Living

Kiinteistö Oy Vaalan Niska's rental apartments are governed by the **Residential Lease Act (AHVL) 31.3.1955/481**, the company's rules and regulations, and ARA regulations (in some properties).

### Night Peace/Quiet Hours

We hope you can observe quiet hours and respect your neighbors. Quiet hours are daily from 23:00 to 06:00.

### Yard Areas

The yards of the housing companies have playgrounds and recreational areas, which are freely available to tenants and their guests.

**Summer, Lawn Areas** In summer, the real estate company mows the lawns and yard areas. Tenants are responsible for their own front and back yards, up to the boundary fence in the back and the entrance path in the front. We do not move garden furniture or other tenant-owned items in the yard. Each housing company has its own lawnmower available to tenants.

### Winter, Parking, Slipperiness Prevention In winter

Machine snow removal is done on walkways, free parking spaces, and yard areas. Please keep your car in its designated parking space. Snow removal and slipperiness prevention for your parking space and entrance path are the tenant's responsibility. Hand snow removal tools and sand containers are available in each housing company.

### Waste Sorting

Waste sorting is a civic duty for every tenant. Each housing company has the necessary waste bins in the waste shelters. Waste generated from moving and emptying the apartment does not belong in the waste shelter but must be taken to Vaala's sorting station. If the recycling bins are full, there is a recycling point at K-Market Tervaportti's parking area for household cardboard, plastic, metal, glass, and paper waste.

### Responsibility Distribution Table

The responsibility distribution table (at the end of the housing guide) shows how maintenance responsibilities are divided between the tenant and the landlord.



## Tenant-Initiated Renovations in Your Rental Apartment

As a tenant, you have the opportunity to enhance your comfort in your apartment. Our housing stock is partly old, with basic renovations done in the 1990s. If you feel the need to update or renovate any part of your apartment, you have the following options:

### Painting Package

If your apartment needs new paint on the walls, contact the property manager. Together, you will fill out a painting package form, which allows you to obtain supplies from the local K-Rauta. The package includes painter's white paint and an accent color for one wall, chosen from paint shades, along with a roller package and necessary protective equipment.

### Trim Package

If your apartment's floor trims and door frames need new paint, call the property manager. You will fill out a form together, and you can pick up the necessary supplies from the local K-Rauta.

### Kitchen Cabinet Door Painting

If the doors of your kitchen cabinets or wardrobes are worn and need new paint, call the property manager. You will decide on the color selection for the doors together and fill out a form, allowing you to obtain the necessary supplies from the local K-Rauta.

### Replacing Sauna Heater Stones

You can directly contact our maintenance worker, who can deliver new stones to your apartment. You will be responsible for the replacement work. Please do not leave old stones outside the apartment in flower beds or areas where they might get caught in the lawnmower. Take them directly to the sorting station during its opening hours, which you can check on their website.

**Other Apartment Renovations:** Contact the property manager for any other renovation needs.



## **Common Areas**

### **Shared Sauna**

If your apartment does not have a sauna, there might be one in the common areas of your housing company. You can reserve a sauna session by calling our office. The session is booked for a specific time and remains yours weekly until you cancel it. Sessions are billed according to the price list along with your rent invoice.

### **Laundry Room**

Some housing companies still have a laundry room available for residents. When using the laundry room, mark your laundry session on the list found in the laundry room. We bill for laundry approximately every 3 months, and the sessions are charged according to the current price list. Remember to mark your laundry on the list on top of the machine.

### **Drying Room**

Your housing company might have a common drying room. It is advisable to use it for drying your laundry to avoid unnecessary moisture in your apartment and to dry your laundry more efficiently. Remember to use your housing company's drying room and promptly remove your dry laundry from the room. Storing laundry in the drying room is prohibited. Do not unnecessarily keep the fans in the drying rooms running. The use of the drying room is free, but please follow the rules!



## At the end of your lease

### Terminating the Rental Agreement

You can terminate your apartment lease if your life situation changes. The termination notice takes effect on the last day of the month, and the notice period is 1 month.

### Terminating the Electricity Contract

You are required to keep the electricity contract active until the end of the rental relationship.

The company will take over the contract in its name once the rental relationship ends.



### Move-Out Cleaning

Make sure to perform a thorough final cleaning. Leave the apartment in the condition you would like your new apartment to be when you move in. Remember to empty and clean the storage spaces as well. Clean and tidy up your yard area before moving out. Leave all landlord-owned equipment in place.

When moving out, household waste does not fall under the property's waste management. This includes items such as old furniture, goods, and supplies. You need to take them to the sorting station yourself.

### Checklist for Move-Out Cleaning:

1. Clean the refrigerator (including the back) and defrost the freezer.
2. Clean the stove and oven (including the back).
3. Wipe down the cabinets.
4. Wipe the door handles.
5. Perform basic cleaning of the toilet, bathroom, and sauna areas, and clean the floor drains.
6. Vacuum all areas and wipe the floors with a damp mop.
7. Wash the windows (weather permitting).
8. Empty the storage spaces.
9. Clear the outdoor areas.



### **Apartment Inspection During Move-Out**

Apartments are always inspected during move-outs. It is advisable to be present during the inspection, so please arrange a time with the property manager.

### **Returning Keys**

Return the keys to the housing office by 12:00 PM on the next business day after the end of the rental relationship. If the keys are not returned, we will charge rent until we receive the keys and you have confirmed their return.

### **Fault Reports**

Report any urgent property faults (e.g., water leaks, electrical faults) immediately to the maintenance worker: Jani (weekdays 7:00-15:00) at 0400 855 929, and at other times to Vaala municipality's property emergency service 24/7 at 040 5050 560.

Less urgent apartment faults can be reported to the maintenance worker or the property manager. These issues will be addressed in order of priority.



## Contact information

Email: [asuntotoimisto@vaala.fi](mailto:asuntotoimisto@vaala.fi)  
Address: Vaalantie 14 91700 Vaala

### Staff Availability

The staff serves residents by appointment from Monday to Friday, 07:00-15:00.

### Contact Information:

Sanna Kuisma  
Property Manager  
Kiinteistö Oy Vaalan Niska  
[sanna.kuisma@vaala.fi](mailto:sanna.kuisma@vaala.fi)  
0400-855953  
Office: Kunnantalo

Soili Anttonen  
Office Manager  
Kiinteistö Oy Vaalan Niska  
[soili.anttonen@vaala.fi](mailto:soili.anttonen@vaala.fi)  
0400-855952  
Office: Kunnantalo

Jani Huovinen  
Maintenance Worker  
Kiinteistö Oy Vaalan Niska  
0400-855929

Outside of regular hours, you can contact Vaala municipality's property emergency service for urgent issues at 040 5050 560.





**112**

**In case of an  
emergency: Call 112!**

When to call 112?

- If you need the police (in case of a crime or an active threat to safety)
- If you need an ambulance
- In case of fire

When you call 112:

- Stay calm
- Provide your location
- Describe the emergency clearly
- Answer questions
- Follow instructions
- **DO NOT HANG UP** before the operator tells you its okay.

# KIINTEISTÖ OY VAALAN NISKA

## Responsibility Distribution Table

	Work or Performance Responsibility		Payment responsibility		Situation dependant
	Tenant	Niska	Tenant	Niska	
<b>Keys and locks</b>					
Maintanance of the original locks		X		X	
Additional keys		X		X	
Front door locks rekeying		X		X	
Installation and maintenance of security chains and burglar protections (must be left in the apartment free of charge), must be reported to the office, safety issue e.g., fire	X		X		
<b>Apartment Front Doors</b>					
Lubrication of hinges and original lock	X		X		
Repair and replacement of seals		X		X	
Repair of the door and its original fittings		X		X	
Installation and maintenance of peephole (must be left in the apartment free of charge)	X		X		
Cleaning of the area in front of the door	X		X		
Snow removal in front of the door	X		X		
Slipperiness prevention in front of the door	X		X		
<b>Windows</b>					
Repair and replacement of seals		X		X	
Repair of handles and accessories		X		X	
Painting and repair of frames and sashes	X	X			X
Venetian blinds (must be left in the apartment)	X		X		
<b>Interior doors of the apartment</b>					
Lubrication of hinges and locks	X		X		



Acquisition of a new grease filter		X		X	
Repair of the range hood.		X		X	
Cleaning or replacement of the filter in the apartment's ventilation unit.		X		X	
Acquisition of new filters for the apartment's ventilation unit.		X		X	
Maintenance and repair of the apartment's ventilation unit.		X		X	
Use of the apartment's ventilation unit.	X		X		
<b>Water and sewer equipment</b>					
Cleaning of faucet aerators.		X		X	
Basic adjustment of faucet flow rates.		X		X	
Replacement of shower hose and hand shower.		X		X	
Repair and replacement of faucets.		X		X	
Repair of toilet and washbasin.		X		X	X
Installation of dishwasher by a HVAC technician (remember to ask for a receipt as proof for the insurance company in case of possible water damage).	X		X		
Acquisition and installation of a plastic tray under the dishwasher.	X		X		
Cleaning of water traps.	X		X		
Cleaning of floor drains.	X		X		
Repair of water traps and floor drains.		X		X	
Clearing of drain blockages (if caused by the resident, cost responsibility of the resident).		X		X	X
Monitoring leaks in faucets and toilets.	X		X		
Pipe leaks.		X		X	X
Acquisition and replacement of lamps and fluorescent tubes.	X		X		
Acquisition and replacement of starters for fluorescent light fixtures.		X		X	
Repair of fixed light fixtures and their covers.		X		X	X
Acquisition and replacement of fuses.		X		X	
Repair of sockets and switches.		X		X	
Installation of decorative lighting.	X		X		

Acquisition and repair of antenna connection cables.		X		X	X
	<b>Work or Performance Responsibility</b>		<b>Payment responsibility</b>		<b>Situation dependant</b>
	<b>Tenant</b>	<b>Niska</b>	<b>Tenant</b>	<b>Niska</b>	
<b>Machines and devices:</b>					
Acquisition and replacement of lamps.	X		X		
Acquisition and replacement of indicator lamps.	X		X		
Acquisition and replacement of batteries.	X		X		
Defrosting of refrigerator/freezer (recommended at least once a year).	X		X		
Cleaning of the refrigerator's defrost water pipe.	X		X		
Acquisition and maintenance of smoke detectors.		X		X	
Repair and maintenance of stove and refrigerator.		X			X
Shared antenna equipment.		X		X	
Acquisition of computer connections and additional TV channels.	X		X		
<b>The apartment's designated yard area</b>					
Yard maintenance, care of lawns and bushes.	X		X		
Cleaning of the resident's entrance, snow removal, and sanding.	X		X		
<b>Other yard areas.</b>					
Care of lawns and bushes.		X		X	
Snow plowing and sanding of the parking area.		X		X	
Maintenance of playgrounds.		X		X	
Ensuring the cleanliness of outdoor waste bins and waste rooms.		X		X	
<b>Other</b>					
Acquisition and maintenance of home insurance.	X		X		
Acquisition of an electricity contract.	X		X		

The tenant is responsible for the maintenance of the apartment. The tenant is obliged to report any faults, worn parts, and repair needs to the maintenance company immediately upon noticing them. For any potential modifications to the apartment, the tenant must contact the property manager before starting the work.

**Repair Price List:** The price list is used if the tenant has caused damage to structures, insulation, building technology, or building parts or their components through their actions or negligence. Damages related to normal wear and tear are not charged. Prices include VAT 25.5%.

**Procedure:** Repairs due to negligent maintenance or vandalism in the apartment will be directly charged to the tenant, adding a 15% handling fee to the actual costs. Intensive cleaning/painting and ozone treatment (e.g., smoking in the apartment, lack of cleanliness) will be charged according to actual costs plus a 15% handling fee.

**Removal of furniture, appliances, etc. left by the tenant:** €65.10/hour + urban driving and recycling fee. Emptying of the apartment and/or storage: €65.10/hour + urban driving and recycling fee. Unspecified repair, property maintenance, and management work: €65.10/hour.

Effective from November 1, 2024.