

Division of responsibilities chart

The tenant is obliged to take care of and maintain the apartment and to report any defects in it. The tenant is always responsible for the cost of repairing any damage they cause, as well as for their own personal property, excluding normal wear and tear. Always submit a defect report to the maintenance service immediately upon detecting any defects or deficiencies. If you fail to report defects, you will be liable for expenses. Also report any defects and deficiencies in staircases and other common areas to the maintenance service.

Duty	Responsibility for performance	Responsibility for costs	Additional instructions
KEYS AND LOCKS			
Acquisition of additional keys	AYY	Tenant	
Lock repair	Maintenance	AYY	
Reporting of lost keys and rekeying if necessary	Tenant	Tenant	Notify the housing office immediately
Storage unit locks	AYY	AYY	You will receive the lock or key from AYY's office when signing the agreement
SURFACES, WINDOWS, AND DOORS			
Painting of one feature wall	Tenant	AYY	Contact the housing office in advance to receive a payment commitment and instructions
Repair of other interior surfaces	Maintenance	AYY	Based on AYY's discretion
Non-standard blind / curtain installation	Tenant	Tenant	To be removed when moving out
Repair and replacement of windows, doors, fittings, seals	Maintenance	AYY	
Window washing	Tenant	Tenant	
Adding residents' names to display screens	Maintenance	AYY	
OUTDOOR AREAS			
Cleaning and snow removal on balconies, particularly keeping clean drain pipes/outlets	Tenant	Tenant	
Other outdoor areas	Maintenance	AYY	Report deficiencies
FURNISHINGS			
Renovation and replacement of furnishings (kitchen cabinets, etc.)	Maintenance	AYY	If necessary
Reinstallation of detached doors and cabinets when moving out	Tenant	Tenant	
VENTILATION			
Cleaning of ventilation valves	Tenant	Tenant	See the separate instructions
Repair and replacement of ventilation valves and filters	Maintenance	AYY	
Cleaning of the cooker hood and grease filter	Tenant	Tenant	See the separate instructions
Replacement of grease filters	Maintenance	AYY	
FIRE ALARMS			
Purchase, repair, and replacement of fire alarms	Maintenance	AYY	From 1 Sept 2025 onwards:
Monitoring the operation of fire alarms	Tenant	Tenant	Defect report to maintenance if needed
HVAC			
Installation and removal of washing machines and dishwashers	Tenant	Tenant	Installation by an authorised installer only , to be removed when moving out
Plugging of the washing machine's inlet and and drain pipes	Tenant	Tenant	Water connections must be sealed by a professional
Cleaning of the sink trap in the kitchen and bathroom	Maintenance	AYY	
Cleaning of the bathroom floor drain	Tenant	Tenant	
Opening of sewer blockages	Maintenance	AYY	
Washbasin plugs	Tenant	Tenant	
Reporting of leakages (taps, etc.) to maintenance	Tenant	AYY	
Purchase and repair of water fixtures	Maintenance	AYY	E.g. Replacement of a sink
Maintenance of shower walls and cabinets	Maintenance	AYY	
Acquisition of shower curtains	Tenant	Tenant	
HEATING			
Repair, replacement, and bleeding of radiators	Maintenance	AYY	
ELECTRIC DEVICES AND LIGHTING			
Replacement of blown fuses/resetting of automatic fuses to operation	Tenant	Tenant	If located in the apartment
RCD testing and resetting back to operation	Tenant	Tenant	If located in the apartment
Defrosting of freezers and cleaning of drain holes in refrigerators	Tenant	Tenant	See the separate instructions
Cleaning of cookers and refrigerators	Tenant	Tenant	
Maintenance of cookers and refrigerators	Maintenance	AYY	Submit a defect report
Purchase and replacement of light bulbs, including refrigerator, oven and hood lamps	Tenant	Tenant	If replacing the light bulb with a new one doesn't help or a suitable one is no longer available, please submit a defect report
Purchase of antenna cables and internet cables	Tenant	Tenant	
Repair and replacement of light switches, electrical outlets, antenna and telephone plugs	Maintenance	AYY	Submit a defect report
Purchase, maintenance, and upkeep of kitchen equipment	Tenant	Tenant	Also in shared housing
COMMON FACILITIES			
Staircases, club rooms, laundry rooms, saunas	Maintenance	AYY	Submit a defect report on defects and deficiencies
Common areas in shared housing: cleaning, items, furniture, balcony	Tenant	Tenant	Common areas in shared housing are the joint responsibility of residents
DOOR OPENING			
Door opening service	Security company	Tenant	Contact details on the website
Door opening service: Maapadontie 5	Maintenance	Tenant	Contact details on the website
PEST CONTROL			
Pests (bedbugs, ants, silverfish, etc.)	AYY's contracting party	AYY	Submit a defect report of any suspicions immediately, pest check and control are free for residents

If a resident damages AYY's property intentionally or through negligence, they will be held liable for compensation. The amount of compensation is determined based on the actual costs incurred from the repair or replacement of the property.