

## Key and apartment handover agreement

By this agreement, the departing resident and the new resident agree on key and apartment handover: the departing resident does not return the keys to AYY but gives them directly to the next tenant. Please make at least three copies: one for the departing resident, one for the new resident and one for AYY. You must submit AYY's copy to the mailbox of the services office (Otakaari II) or scan the document to housing@ayy.fi immediately after signing the agreement.

### Departing resident:

- Before handing over the keys, make sure that the next tenant has signed the lease for the apartment.
- Deliver this agreement to the services office immediately after signature.
- If the agreement has not been delivered to the services office by 12 noon on the moving day of the new lease, and the cleaning or repair work has been ordered for the apartment, this agreement is invalid and you are responsible for the costs of cleaning, etc.
- The responsibility for the apartment and the payment of the rent will remain with you until the termination of tenancy. Keys should therefore be handed over to the new tenant as close as possible to the end of your lease.
- You will receive confirmation by e-mail after AYY has processed the key handover agreement.

### New resident:

- By signing this key handover agreement, you accept the standard of cleaning in the apartment and take possession of the apartment and the keys.
- If you are not satisfied with the cleanliness of the apartment, do not accept the keys or sign the agreement. Pick up the keys from AYY's services office on the 1st working day of the month.
- Do the housing inspection within one week of your move: fill in the housing inspection form at <https://lomake.ayy.fi/asuminen/english/>.
- With your signature, you commit to keeping the keys listed in this form carefully in your possession. If you lose the keys, please contact AYY's services office immediately. The tenant pays the cost of the lost key. If the lock must be rekeyed, these costs will also be charged to you.
- You will receive an email confirmation once AYY has processed the key handover agreement.

Apartment address	
Departing resident	
New resident	

Keys to be handed over		
Apartment keys (pcs)		
Key codes		
Keys to security lock (pcs)		
Storage unit keys (pcs)		
Other key	Specify:	pcs:
Door code		

PLEASE NOTE! **YOU CAN ONLY HAND OVER AN APARTMENT-SPECIFIC KEY.** If there are no apartment-specific storage units in the property, the key to the storage unit may not be handed over to the new tenant with the key handover agreement.

If this agreement has not been returned in accordance with the instructions given, any of the above costs, including expenses for the loss of keys, are charged to the departing tenant.

### Signatures

Person handing over the keys (departing resident)	
Receiver of the keys (new resident)	
Place and date	