

## **INSTRUCTIONS FOR RESIDENTS ON UPGRADES AND ALTERATIONS WORKS ORDERED BY RESIDENTS AFTER 1 JANUARY 2012**

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The company will reimburse residents when they move out for the residual value of any upgrades and alterations that are specified as reimbursable in these instructions and that increase the value of the residence, provided that receipts complying with these instructions are supplied to the company as soon as the works are finished.

Responsibility for the standard and maintenance of any upgrades and alterations rests with residents. The residual value of upgrades and alterations is calculated on the basis of annual straight-line depreciation.

Only suppliers who can demonstrate that they have paid all their statutory social contributions may be used to perform alteration works. The company places special attention on checking the works plans and suppliers' permits in connection with bathroom and electrical alterations.

Permission from the property management company must be sought in advance for any upgrades and alterations that have a useful life of 10–25 years, and an acceptance inspection must be performed at the end of the works. The reimbursability of works is assessed in connection with giving said permission.

Residents will only be reimbursed for the residual value of upgrades and alterations, which will be calculated on the basis of the maximum price when a resident moves out, if said upgrades and alterations are in working order and undamaged.

### **PERMISSIBLE AND REIMBURSABLE WORKS**

Residents may, when moving out, be reimbursed for the residual value of the following works:

#### **Works with a partial useful life of 25 years**

- Glazing of balconies subject to an action permit
- (Brick) fireplaces, subject to permission

**Depreciation will be calculated at 3% per year for 25 years; the remaining value will not be depreciated.**

#### **Works with a useful life of 20 years**

- Parquet flooring or laminate flooring of high standard (class 32 or equivalent); the soundproofing properties of floors must not deteriorate as a result of introducing laminate flooring.
- Tiling of bathrooms and toilets, if performed by a certified installation firm; the company will inspect the waterproofing properties of bathrooms before tiling. Bathroom waterproofing must comply with Part C2 of the National Building Code of Finland, and only waterproofing products approved by VTT Technical Research Centre of Finland may be used.
- Wood-burning stoves
- Tiling of hallways and kitchen floors, subject to permission
- Underfloor heating installed in connection with floor tiling

#### **Works with a useful life of 10 years**

- Built-in wardrobes
- Shower cubicles
- New cupboard doors

**Works with a useful life of 5 years**

- Washing machines and/or dryers
- Dishwashers, if installed by a certified installation firm
- Blinds (installed between sheets of glass)
- Under-basin bathroom cabinets

**PERMISSIBLE BUT UNREIMBURSABLE WORKS**

The following are examples of works that will not be reimbursed when residents move out. These kinds of works are permitted, provided that they do not damage the functionality, standard, or value of the residence or make it more difficult to resell. Residents are advised to contact the property management company to check the permissibility of works beforehand.

- Wallpaper borders
- Wallpapering of painted walls
- Cork flooring
- New kitchen furniture
- Ceramic stoves
- Security door chains (left in place when moving out)
- Peepholes (left in place when moving out)
- Dead bolts (left in place when moving out; all keys must be handed in)
- Changes to colour schemes, subject to permission
- Additional power sockets, if installed by a certified installation firm
- Garden fencing and other outdoor structures, built according to approved instructions
- Half-wall panelling
- Permanent balcony lights
- Permanent balcony heaters
- Balcony blinds (subject to planning permission)
- New kitchen cabinets

**FORBIDDEN WORKS**

Forbidden works include alterations that lower the value of the residence, that are not in compliance with safety requirements, or that change the external appearance of the property. Residents who introduce such alterations will be asked to pay to restore the residence to its original condition and standard when they move out.

Examples of forbidden alterations:

- Moving and removing walls
- Changes to the locations or sizes of windows
- Changes to outdoor structures or the façade of the building
- Changes to external doors

**Liability for damages:**

Residents will be held liable for any damage done to their residence, with the exception of normal wear and tear. Responsibility for the standard and maintenance of any alterations rests with residents. Replacing an original material with a material of poorer standard also constitutes damage. Residents will be held liable for repairing any damage caused by alterations or for reimbursing the property owner for the damage and the cost of repairs.

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BOARD**