

NOTICE OF ASSIGNMENT OF THE RIGHT OF OCCUPANCY / TA-ASUMISOIKEUS OY

1. Information of assignment of the right of occupancy

Address, postal code and post office		
Date of vacating the apartment	Apartment size r + k + s m ²	Right-of-occupancy queue number
Holder of the right of occupancy		Holder of the right of occupancy
Telephone numbers		Telephone numbers
E-mail address		E-mail address
<input type="checkbox"/> Parking space number _____ <input type="checkbox"/> Pets in the apartment, please specify _____		<input type="checkbox"/> Original right-of-occupancy contract enclosed <input type="checkbox"/> Receipts of upkeep work and alterations enclosed (see instructions on the back page)

2. Bank information of the holder of occupancy rights

Bank account number	Account holder	%
Bank account number	Account holder	%

3. Right-of-occupancy contract (please choose one)

<input type="checkbox"/> The right-of-occupancy contract is not pledged as collateral for a loan. Enclose the original right-of-occupancy contract to the notice of assignment.	
<input type="checkbox"/> The right-of-occupancy contract is pledged as collateral for a loan. If the right-of-occupancy is pledged as collateral for a loan, please contact your bank and ask your contact person to contact the TA sales representative.	
Bank / office	Contact person and e-mail address

4. Showing the apartment (please choose one)

<input type="checkbox"/> My contact information can be given to apartment applicants to enable viewing the apartment.
<input type="checkbox"/> My contact information should not be given to apartment applicants. The representative of TA will show the apartment at a pre-announced date.

5. Reason for moving out and new address

<input type="checkbox"/> Purchasing an owner-occupied flat <input type="checkbox"/> Purchasing another right of occupancy <input type="checkbox"/> Moving to a rental apartment <input type="checkbox"/> Moving to a shelter home or hospital <input type="checkbox"/> Moving because of work or study <input type="checkbox"/> Change of locality	<input type="checkbox"/> Change in family size <input type="checkbox"/> The size of the apartment <input type="checkbox"/> Apartment in bad condition <input type="checkbox"/> Equipment/qualities of the apartment <input type="checkbox"/> Property in bad condition <input type="checkbox"/> Poor maintenance of property	<input type="checkbox"/> Too expensive charge of use <input type="checkbox"/> Disturbing neighbors / disturbance in the house <input type="checkbox"/> Environment <input type="checkbox"/> Bad traffic contacts <input type="checkbox"/> Other, please specify _____
New address, postal code and post office		<input type="checkbox"/> Switching to another apartment owned by TA-Yhtiöt

6. Date and signature

I have read the instructions on the back page and I accept them.	Place and date
Signature of the holder of the right of occupancy	Signature of the holder of the right of occupancy / spouse

TA-Asumisoikeus Oy fills in

Arrival date of the notice of termination	Residence charge liability until
Due date of returning the right-of-occupancy payment	Security deposit €
Original right-of-occupancy payment €	Date of the original right-of-occupancy payment
Index increment €	Assignment date of occupancy rights
Estimate of alterations €	Building cost index of the original right-of-occupancy payment
Right-of-occupancy payment €	Current building cost index

PLEASE TURN THE BACK PAGE FOR INSTRUCTIONS



Instructions

Fill in the information of termination of the right of occupancy carefully. The notice of termination is binding and it cannot be canceled later. The date of vacating the apartment cannot be changed.

The **period of notice** for the right of occupancy is **three (3) months** and it starts on the day the notice of termination is received at our office. **The holder of the right of occupancy is liable for paying the residence charge during this time.** If the holder of right of occupancy moves out before the 3 months period of notice has passed, the apartment becomes vacant and can be marketed earlier. If a new occupant moves into the apartment before the period of notice has passed, the old occupant's liability for paying residence charge ends on the day the new occupant's contract comes into effect.

1. Information of termination of the right-of-occupancy

- Day of vacating the apartment is the day when new occupants can move in. The apartment must be empty, well cleaned, and all the received keys returned.

2. Bank information of the holder of occupancy rights

- If there are two holders of the right of occupancy and you want the payment to be returned to separate bank accounts please fill in two bank accounts. Also fill in the percentage of the payment for both parties.
- Right-of-occupancy payment will be returned after the period of notice of 3 months has passed. The payment will be returned to the bank account you have given – or to a clearing account of the bank in the case of pledging – in approximately three banking days after the due date of the right-of-occupancy payment. **An absolute prerequisite for the return is that the right-of-occupancy contract has been returned to TA-Asumisoikeus Oy, the possession of the apartment has ended, the apartment is empty, cleaned, all the keys returned, and the house manager has checked the apartment.**
- Security deposit will be returned after the house manager has checked the apartment. If there are no payments due and the apartment is in a flawless condition, the security deposit will be returned within approximately two weeks after the possession of the apartment has ended.

3. Right-of-occupancy contract

Please choose one of the options. If the right-of-occupancy contract is pledged as collateral for a loan, please fill in the contact information for the bank. The bank should contact the TA sales representative and indicate in which bank account the right-of-occupancy payment will be returned to.

4. Showing the apartment

- Please choose one of the options. If you authorize, your contact information can be given to more than one applicant to enable viewing the apartment. If you do not want your contact information to be submitted to apartment applicants the representative of TA will show the apartment at a pre-announced date.

5. Reason for moving out and new address

- Tracking the reasons for moving out helps us develop our processes.

6. Date and signature

- Signature(s) of the holder(s) of the right of occupancy or the agreement of the cohabitant/spouse (a spousal agreement accordant with Section 39 of Marriage Act) are required.

Enclose to the notice of termination:

- **Enclose the original right-of-occupancy contract annulled to the notice of termination.** If the right-of-occupancy is pledged as collateral for a loan, please contact your bank and ask your contact person to contact the TA sales representative.
- **If there has been any upkeep work or alterations done in the apartment, receipts of the alterations are to be enclosed with the notice of termination** so that compensation for the work can be paid. Receipts that are returned later cannot be accepted. The house manager checks the condition of the alterations during the apartment check. Each holder of occupancy rights is responsible at the given time for the condition of the alterations.
- The notice of termination, the original right-of-occupancy contract, and the receipts of possible alterations are to be delivered to the nearest office of TA.

Returning the keys

- **The keys must be returned to the office of TA-Yhtiöt by 9 am on the day of vacating the apartment (in Turku you can leave the keys in the apartment).** After this the house manager checks the apartment.
- All the received keys and also the possible security lock keys and the keycard must be returned. If the received keys are not returned, the locks of the apartment will be replaced and new keys made at the expense of the occupant. The security lock must be left unlocked when moving out.

The information provided on this form will be stored in our customer register. Our Privacy Policy can be found at ta.fi/tietosuojaseloste (in Finnish).

Please fill in any additional information or comments you may have regarding the termination. Also feel free to give feedback so we can develop our processes according to the wishes of the occupants in the future. Thank You for the feedback!

