

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

1. Information of assignment of the right of occupancy Date of vacating the apartment: _____

Address, postal code and post office		
Holder of the right of occupancy	Holder of the right of occupancy	
Telephone number	Telephone number	
E-mail address	E-mail address	
<input type="checkbox"/> Receipts of upkeep work and alterations enclosed (see instructions on the back page)	<input type="checkbox"/> Parking space number _____	<input type="checkbox"/> Pets in the apartment, please specify _____

2. Bank information of the holder of occupancy rights

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

3. Right-of-occupancy contract

<input type="checkbox"/> Original right-of-occupancy contract (handwritten signature)	<input type="checkbox"/> Electronic right-of-occupancy contract (electronic signature)
<input type="checkbox"/> The right-of-occupancy contract is not pledged as collateral for a loan. Deliver the original right-of-occupancy contract, if signed by hand, to the TA-Yhtiöt office or by post to the sales negotiator of the property. An electronic contract does not need to be delivered.	
<input type="checkbox"/> The right-of-occupancy contract is pledged as collateral for a loan. Contact the bank and inform them of the end of the contract. Ask the bank to contact the TA sales negotiator.	
Bank and office in which the right-of-occupancy contract is pledged as collateral for a loan. This information must be provided so that the right-of-occupancy payment can be returned to the bank.	

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 out, but I will show the apartment to applicants myself by prior arrangement.
<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 <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

Place and date	I have read the instructions on the back page and I accept them.
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



TA-YHTIÖT

Customer service tel. 045 7734 3777 | info@ta.fi | ta.fi

Instructions for the assignment of the right of occupancy

Deliver the notice of assignment of the right of occupancy to a TA-Yhtiöt office or by e-mail to the sales negotiator of the property. The notice is binding and cannot be withdrawn later, and the date of vacating the apartment cannot be changed. **The period of notice is three (3) months** from the date the written notice is received at our TA office or the notice is emailed to the property's sales negotiator. The holder of the right of occupancy is obliged to pay the maintenance charge for the duration of the right of occupancy, as well as after the end of the right of occupancy if the occupancy continues.

If the holder of the right of occupancy moves out before the end of the period of notice, the apartment can be marketed as available earlier (the date of vacating the apartment). If a new occupant moves in before the period of notice has passed, the obligation to pay the maintenance charge ends on the day before the start date of the new occupant's contract.

1. Information of assignment of the right of occupancy

- Fill in the information of the apartment and the contact information of the holder(s) of the right of occupancy.
- Fill in the date of vacating the apartment. The date of vacating the apartment is the date on which the new occupants can move in. The apartment must be empty and well cleaned, and all keys received and any additional ones made must be returned.

2. Bank information of the holder of occupancy rights

- If there are two holders of the right of occupancy and you want the right-of-occupancy payment and the security deposit to be split between different accounts, enter the account numbers of both parties and the percentages of payment to each account.
- The right-of-occupancy payment will be returned after the notice period has passed. The right-of-occupancy payment will be returned to the bank account(s) you have provided – or to a clearing account of the bank in the case of pledging – in approximately three banking days after the end of the contract. **Absolute prerequisites for the return of the payment are that the original hand-signed right-of-occupancy contract has been returned to TA-Asumisoikeus Oy, the possession of the apartment has ended, the apartment is empty and clean, all the keys have been returned and the property manager has checked the apartment.**
- The security deposit will be returned to the account you have provided approximately two weeks after the notice period and your possession of the apartment has ended and the property manager has inspected the apartment, provided that there are no outstanding debts and the apartment is in good condition.

3. Right-of-occupancy contract

- Tick whether the contract was signed by hand or electronically. If the contract was signed by hand, the original contract must be returned to TA-Asumisoikeus Oy. Deliver the contract to a TA-Yhtiöt office or by post to the sales negotiator of the property. If the right-of-occupancy contract is pledged as collateral for a loan, provide the bank's details. An electronic contract does not need to be delivered.

4. Showing the apartment

- Upon receiving your consent, your contact information will be given to applicants so they can contact you about viewing the apartment. If you do not want your contact information to be given out, you can still show the apartment to applicants yourself by prior arrangement. If you do not want your contact information to be given out and you do not want to show the apartment to applicants, a TA representative will come to show the apartment at a pre-arranged time.

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.

Please enclose the following with the notice:

- **The original right-of-occupancy contract (signed by hand) to the TA-Yhtiöt office or by post to the sales negotiator of the property. An electronic contract does not need to be delivered.**
- **Copies of receipts for any alterations made to the apartment.** The receipts are required in order to pay compensation for the alterations. Receipts received later cannot be accepted. The property manager will check the condition of the alterations during the apartment inspection.

Returning the keys:

- **All the keys received and any additional ones made are to be returned to the TA-Yhtiöt office on a date to be specified. You will receive more detailed instructions on how to return your keys after your notice has been processed.** If all the received keys are not returned, the locks of the apartment will be rekeyed and new keys made at the expense of the occupant. The security lock must be left unlocked when vacating the apartment.

Cleaning instructions for moving out:

When handing over, the apartment must be in such a condition that the next resident can move into it immediately. By following our instructions for moving cleaning, you will avoid additional cleaning costs. **See our cleaning instructions for moving out from page 34 of our Resident Guide. You can find the valid Resident Guide here: ta.fi/en/for-residents/resident-guide/**

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).

