



# Apartment Care Guide

Live comfortably and take care of your home

# Living at TA and taking care of your home

This guide contains the most important instructions for living in a TA home and taking care of it.

You can find more information at:

## Resident Pages

On the Resident Pages, you can find information about your building, receive important bulletins and can handle matters related to your housing. Register and log in at: [asukassivut.ta.fi/login](https://asukassivut.ta.fi/login).



## TA.fi

In the “For Residents” section of our website, you will find instructions and tips related to housing. Address: [ta.fi/en/for-residents/](https://ta.fi/en/for-residents/)

## TA Resident Guide

You can find the Resident Guide on our website. Address: [ta.fi/en/for-residents/resident-guide](https://ta.fi/en/for-residents/resident-guide)



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## **MOVING OUT**

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# Welcome, new resident – we hope that you enjoy living at TA!

We take care of our buildings and apartments. With your own actions, you can also make living conditions pleasant.

## Your responsibilities as a resident

- ✓ Keep your apartment and the house's shared facilities tidy
- ✓ Take care of small maintenance tasks in your home
- ✓ Be considerate of other residents

## This guide explains how to take care of your apartment:

Moving in	pages 6–7
As our resident	pages 8–27
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## Why is it important to take care of your apartment?

Housing with TA stays affordable and pleasant when residents keep their homes in good condition. Your actions directly influence the cost of housing.

# MOVING IN



# Checklist for a new resident

Do these 8 things when you are moving into TA apartment.  
This way, settling into your new home will be more pleasant!

## Before moving in

- ✓ Make an electricity contract for your apartment
- ✓ Transfer your home insurance to your apartment
- ✓ Submit your new address to Posti and the Digital and Population Data Services Agency
- ✓ Apply for KELA housing allowance if needed
- ✓ Check what kind of internet connection is available in your new apartment



## Why is home insurance important?

Home insurance protects you and your belongings if something happens in the apartment (e.g., water damage). Without home insurance, you may have to compensate for damage to your own or your neighbours' belongings.

### Property Insurance

All of our properties are insured with property insurance. **However, property insurance will not cover damage caused to residents' personal belongings.** This is why our residents must have home insurance.

When taking home insurance, always check what it covers.



## During and after moving in

- ✓ **Check the condition of your apartment**
  - Inspect the condition immediately when you move in.
- ✓ **Fill in the move-in inspection form**
  - Send the form to us within two weeks of the start of your possession of the apartment.



### You can send the form in two ways:

1. **On our website:**  
[ta.fi/en/for-residents/housing-forms/move-in-inspection-form/](https://ta.fi/en/for-residents/housing-forms/move-in-inspection-form/)  
 You will receive a copy of the form by email – save a copy for yourself.
2. **On paper** – bring the completed form to our office.



Use the form to report any faults you notice in your apartment. This way, you won't be held responsible for them later.

- ✓ **Check the fire alarms**
  - Your apartment has at least one fire alarm.  
Check that it works by pressing its test button.



### The move in inspection form is not a maintenance request

- The move-in inspection form only tells us about the condition of your apartment as you were moving in. Sending the move-in inspection form does not mean maintenance will come to fix any defects.
- If you notice a defect in your apartment, submit a defect report form via our website: [ta.fi/en/defect-report-form/](https://ta.fi/en/defect-report-form/) or through the Resident pages: [asukassivut.ta.fi/login](https://asukassivut.ta.fi/login)
- For acute issues (e.g., a leaking tap), contact the building's maintenance company immediately. Maintenance companies are on call 24/7.

See our contact details on page 27.

# LIVING AT TA

We want you to feel comfortable in your home and your home building.

## To keep your living environment pleasant

- ✓ Keep your home tidy
- ✓ Take care of small maintenance tasks in your home (e.g., changing light bulbs, cleaning the floor drain)
- ✓ Keep shared facilities clean
- ✓ Be considerate of your neighbors
- ✓ Report any problems to us

You can find more maintenance instructions in our Resident guide's

- Additional and alteration works table
- Responsibility matrix

**Please tell us  
immediately if you  
notice any faults or  
issues in your home –  
let's solve them  
together!**



# Cleaning Your Apartment

Regular cleaning keeps your home tidy and pleasant. Always use appropriate cleaning tools and cleaning products.

## How to prevent your apartment from getting dirty or worn

- ✓ Clean regularly
- ✓ Use suitable tools and products. **Most surfaces can be cleaned using a mild cleaning product and damp cloth.**
- ✓ Use a doormat in the hallway and take off your shoes when you come in.
- ✓ Put felt pads on furniture legs to avoid scratching the floor.

Regular cleaning keeps your home tidy and pleasant.

## Do not use large amounts of water!

- ✓ Clean floors and surfaces with a damp cloth or mop.
- ✓ **Do not pour or spray water directly on surfaces** – it may cause water damage.
- ✓ When cleaning the bathroom, you can use more water. Bathroom's surfaces are water-resistant and the water will drain through the floor drain.
- ✓ Wipe surfaces dry after cleaning and ensure good ventilation.



## Clean correctly – keep the apartment in good condition

- ✓ Some materials in the apartment can get damaged by strong detergents, sharp objects, or heavy scrubbing.
- ✓ Always check cleaning instructions before cleaning different surfaces.



# Home Appliances and Devices

Some appliances are included in our apartments, while others you must provide yourself.

## Our apartments usually have

- Fire alarm (one per 60 m<sup>2</sup>, one on each floor of the apartment)
- Refrigerator and freezer
- Stove
- Cooker hood or fan
- Grease filter for cooker hood
- Sauna heater (if the apartment has a sauna)



## Some apartments also have

- Dishwasher
- Air-source heat pump
  - If the apartment has electric heating, TA maintains the pump
  - In other apartments, residents maintain the pump themselves

**You must provide yourself other appliances – e.g., washing machine and microwave oven.**



## Leaving your own appliances in the apartment

Sometimes the previous resident may leave their home appliances in the apartment. **Before moving out, the resident must always make a written agreement about this with the property manager and the new resident.**

The previous resident and the new resident agree on the appliances by filling in the form “**Alteration work agreement between residents**”, which can be found at [ta.fi/en/for-residents/housing-forms/](https://ta.fi/en/for-residents/housing-forms/).

# Resident's Responsibility for Home Appliances

As a resident, you are responsible for using your home appliances correctly and taking care of them. Below you can find instructions for taking care of the appliances.

## TA's appliances

- ✓ Use the appliances according to their user manual
- ✓ Make sure they work properly
- ✓ Clean them regularly
- ✓ Handle **small maintenance tasks**, such as:
  - testing the fire alarm
  - checking the refrigerator's defrosting water outlet pipe
  - defrosting the freezer (if not automatic)
  - cleaning the dishwasher filter
- ✓ If the appliance is broken or not working properly, **contact maintenance**. They will repair the appliance or get you a new one.

## Your own appliances

- ✓ Use according to user manual
- ✓ Make sure they work properly
- ✓ Clean them regularly
- ✓ Maintain or repair when needed
- ✓ Replace the appliance if it breaks
- ✓ **Make sure the appliance or device is installed properly** – e.g., dishwashers must be installed by a professional.

**By taking care of your home appliances, you keep them in good condition and avoid extra charges.**



### **Keep all user manuals for appliances**

When you get a new appliance for your home – whether provided by TA or bought by yourself – keep the user manual. If your apartment has a resident folder, it is a good place for the manuals. This way, the next resident can easily find the manual if the appliance stays in the apartment after you move out.



## Maintenance Calendar for Home Appliances

This maintenance calendar helps you remember how – and how often – to take care of your home appliances.

### Every month

- ✓ Test fire alarms
- ✓ Clean the refrigerator: throw away old food and wipe the shelves
- ✓ Clean dishwasher filter
- ✓ Clean cooker hood grease filter
- ✓ Clean the washing machine's lint filter (if your machine has one)
- ✓ Wipe appliance surfaces
- ✓ Clean floor drains

## Yearly Maintenance Calendar

<b>January–February</b>	Defrost the freezer if it doesn't have automatic defrost (twice a year). You can store frozen food outside during defrosting.
	Check the fridge door seals: do the doors close properly?
	Clean the refrigerator's defrosting water outlet pipe (twice a year)
	Clean the refrigerator and freezer condensers
<b>March–April (spring cleaning)</b>	Vacuum the backs of appliances (twice a year)
	Clean the stove and oven interior thoroughly
	Clean the ventilation vents
	If your apartment has a fireplace, remove the ashes from it
<b>May–June</b>	Wipe the inside of the dishwasher thoroughly
	Run a cleaning cycle on the dishwasher and washing machine when they are empty. You can use the same detergent you normally use.
<b>July–August</b>	Ensure good air circulation around appliances. Warm weather can stress your appliances.
	Defrost freezer again if needed
	Clean the refrigerator's defrosting water outlet pipe again
	Dust the radiators and behind them
<b>September–October (autumn cleaning)</b>	Vacuum the backs of appliances again
	Check the condition of the sauna heater's heating elements and stones. Replace the stones if needed
<b>November–December</b>	Clean the surfaces and air vents of smoke alarms to remove dust; you can do this gently with a vacuum cleaner.
	Go through all home appliances and make sure they are working properly.
	Check, for example, the connections, seals, and pipes of the dishwasher and washing machine.

**If you notice faults, contact maintenance immediately.**

### Also maintain your own appliances

- ✓ Leave the washing machine door open after wash so the inside can dry
- ✓ Empty dryer lint filter after each use
- ✓ Clean the inside of the microwave regularly
- ✓ Regularly clean the door seal of the washing machine

## Outdoor Areas

Apartment outdoor areas include the yard, balcony, and terrace. They belong to the apartment, so keep them tidy, safe, and well maintained.

### Cleaning the balcony

- ✓ Keep the balcony tidy and clear of snow in winter
- ✓ Clean the balcony by vacuuming or mopping;  
**do not wash it by pouring or spraying water!**
- ✓ Clean the balcony windows at least once a year
- ✓ Keep the balcony drains (pipe, opening, or floor drain) clear
- ✓ Water the balcony plants carefully so that water does not drip onto the balcony below



### Balcony safety

- ✓ Do not throw anything from the balcony.
- ✓ Make sure nothing can fall off the balcony;  
keep objects inside the balcony railing
- ✓ When airing rugs or bedding on the balcony,  
do not hang them over the edges or outside the balcony.
- ✓ Ceiling attachments (e.g., hanging baskets) are not  
allowed on the balcony
- ✓ Use only outdoor-appropriate electrical appliances  
on the balcony
- ✓ You may use an electric or gas grill on the balcony.  
**However, grilling is not allowed at all if there are  
sprinklers in the balcony ceiling.**
- ✓ Open fire is strictly prohibited on the balcony.
- ✓ Hot tubs or inflatable children's pools are not allowed.  
The balcony cannot support their weight, and water may  
damage the structure.
- ✓ Always ask TA for permission before installing antennas  
or satellite dishes.



### Caring for your yard and terrace

- ✓ Take care of the trees, bushes, and other plants in your yard – also the bushes along the edges of your property
- ✓ Keep the yard fence clean on your side and wash it when needed
- ✓ You may plant plants in your yard that are smaller than trees
- ✓ **Do not plant invasive species** (e.g. bridal wreath spirea, rugosa rose and Japanese knotweed).  
You can check the full list here: [vieraslajit.fi](https://vieraslajit.fi)
- ✓ You may put a trampoline in your own yard, but not in residents' shared yard areas.
- ✓ Do not expand your yard yourself (for example, by removing a fence)
- ✓ In spring, clean up any sand or grit used for winter
- ✓ Keep the area in front of your outdoor storage tidy and take care of snow and sanding
- ✓ Wash your terrace twice a year (spring and autumn)
- ✓ Oil a wooden terrace every other year. You can order terrace care products from us.



### Parking Space and Yard Paths

- ✓ Keep your own parking space clean and clear of snow
- ✓ Row houses, semi-detached, and detached houses: take care of your own yard entrance's cleanliness, snow removal, and gritting. This also applies to the path leading to your entrance if it is for your use only.

# Care calendar for garden and yard

How to take care of your yard plants throughout the year



Spring	Rake dry and dead plant material from your yard
	Thin out the oldest branches from shrubs. Dead or damaged branches can be removed year-round
Summer	Water flowers and other plants in the yard as needed
	Mow the lawn according to the weather, at least every two weeks. During dry periods, you can mow less often. – Recommended lawn height: 4–5 cm, during hot weather about 7 cm
	Weed flower beds, planting areas, and under hedges
	Trim hedges from both the inside and outside, and from the top. If the hedge is between neighbor yards, each resident trims the hedge from their side
	Remove dead branches from trees and branches that touch the house structure or windows.
	In July–August, you can prune trees that have finished sap flow, such as cherry and plum trees.
	If a tree in your yard is in poor condition, dangerous, or too large (with roots or branches that threaten the building), <b>contact:</b> <a href="mailto:viherpalvelut@ta.fi">viherpalvelut@ta.fi</a>
Autumn	Rake leaves from your yard and take them to bio-waste. Take large amounts of leaves to a recycling station.
	Collect fallen berries and fruits from your yard
	During a dry autumn, water your evergreen plants – such as thuja, conifers, and rhododendrons
Winter	You can tidy up your yard trees by pruning them.



## Care instructions for residential yards

TA also provides more detailed instructions on using and maintaining your own yard.

You can find these instructions in the Resident Guide.



You can also contact our green services team for advice:

[viherpalvelut@ta.fi](mailto:viherpalvelut@ta.fi).



## Shared facilities for residents

Shared facilities in our buildings include, for example:

- club room
- laundry room
- sauna and shower areas
- storage rooms
- yard and children's play areas
- waste room



### Keep shared facilities pleasant

- ✓ Keep them tidy
- ✓ Avoid disturbing others
- ✓ Tell us if you notice any issues
- ✓ **NOTE:** Please do not charge electric devices (e.g., e-bikes, electric wheelchairs) in shared facilities. Everyone must be able to move freely in these areas.



Shared yard areas are maintained by TA's green services and the maintenance company. **Residents may organize yard clean-ups, if they agree on it with us beforehand.**

## Sorting and recycling waste

Please sort your waste according to the waste management instructions – both at your apartment and building's waste room. This keeps the area tidy and is good for environment!

- ✓ Put your waste in the correct bins. Only put waste in the mixed waste bin if you are unsure where it belongs.
- ✓ **Do not pour cooking oil or grease down the drain – it blocks the pipes.** Instead, dispose of it like this:
  - **Small amounts of liquid oil or grease:** absorb with kitchen paper and put the paper in bio-waste.
  - **Solid grease:** put directly in bio-waste.
  - **Larger amounts of liquid oil or grease:** pour into a tightly closed container (e.g., a milk carton sealed with tape) and put it in mixed waste.
- ✓ The waste bins in your building's waste room are for **household waste only** (e.g., biowaste and milk cartons). Do not put other items there, such as broken appliances or furniture.
- ✓ Do not leave garbage bags outside the bins or in the building's stairwells.
- ✓ Do not store waste and full garbage bags in your apartment, as they can cause unpleasant odors and attract pests.
- ✓ Make sure the bin lid is closed properly.
- ✓ If the waste room is untidy or you notice pests, inform the maintenance company.



# How to recycle waste that does not belong in the building's waste room



**HAZARDOUS WASTE  
AND CONSTRUCTION  
WASTE**



Take to a waste collection station



**OLD MEDICINES  
AND THERMOMETERS**



Take to a pharmacy



**FURNITURE**



Good condition:  
take to a recycling centre  
Bad condition:  
take to a waste station



**CLOTHES AND SHOES**



Good condition: take to  
a recycling centre or put in  
your area's recycling box  
Bad condition: textile  
recycling or mixed waste

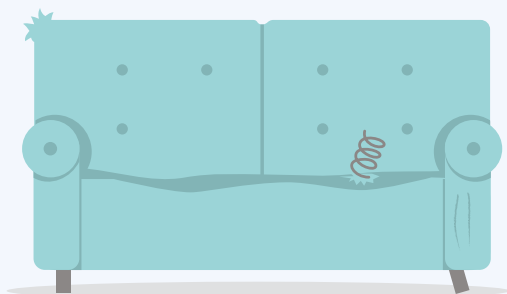


**ELECTRICAL AND  
ELECTRONIC DEVICES**



Good condition: take to  
a recycling centre  
Broken: take to an official  
electronic waste (SER)  
collection point.

More info: [serkierratys.fi/en](https://serkierratys.fi/en)



# Renovations and alterations in your home

As our resident, you can carry out certain alteration works in your apartment.

## Read more

- [ta.fi/en/for-residents/resident-info](https://ta.fi/en/for-residents/resident-info)
- Resident Guide:





## Safety

You can avoid accidents by preventing hazardous situations in advance and practicing how to act in them.

### Preventing hazards

- ✓ Keep hazardous items (chemicals, lighters, hazardous waste) out of children's reach
- ✓ Use safety plugs in sockets and a stove guard if needed
- ✓ Make sure nobody can fall from windows or balcony
- ✓ Do not use electrical devices during showering or bathing
- ✓ Close the water taps for the dishwasher and washing machine after use
- ✓ When leaving home, close windows and lock all external doors



## Fire safety

- ✓ Check regularly that your fire alarm works
- ✓ Get a fire blanket and keep it easy to reach
- ✓ Read your building's emergency plan on the resident pages
- ✓ Never leave open fire (like candles) without supervision
- ✓ Do not dry laundry or keep items in the sauna  
**(If you want to use the sauna as storage space, the sauna stove must be removed. Apply for a permit for alteration from the property manager.)**
- ✓ Supervise electrical appliances while they are in use
- ✓ Do not keep items on or close to the kitchen stove
- ✓ Unplug car heating cables after use
- ✓ Learn how to extinguish small fires



### If there is a fire in your apartment

- Leave the apartment quickly
- Close the door behind you
- Use the stairs; using the elevator during a fire is dangerous
- Call emergency number 112

**If you see fire or smoke in the stairwell:  
Stay inside your home and call**

**☎112**

You can find more safety instructions in our Resident Guide.

## Common pests in homes

Please contact us immediately if you see pests in your apartment or building. Most common indoor pests are **bedbug, cockroach, rice weevil and larder beetle**.

**You can find more information and identification help on pest control companies' websites.**

**Rats can appear in outdoor areas. Here's how you can prevent them:**

- ✓ Do not feed birds on the property
- ✓ Remove fallen fruit and berries from your yard
- ✓ Clean up food scraps after eating outdoors
- ✓ Put trash inside the bins and close the lid properly
- ✓ Do not leave any waste outside the bins



**If you believe there are pests**

- ✓ **Contact your property manager or maintenance immediately**
- ✓ **If possible, take a photo of the pest**
  - You can also catch the pest insect in a jar for identification

**Contact us  
as soon as possible.  
We will fix the  
problem quickly.**

### Silverfish and paper silverfish

Silverfish and paper silverfish are very common in homes. They are not pests, but they can feel unpleasant.

#### Here's how you can prevent them:

- ✓ Buy a silverfish trap from a store
- ✓ **Clean and vacuum regularly.** Vacuum thoroughly in places where you have seen silverfish, in bathroom corners and seams, and along baseboards. After vacuuming, take the vacuum cleaner bag to the building's waste room. Put it in the mixed waste bin.
- ✓ Clean drains and floor drains regularly
- ✓ Avoid using too much water when cleaning and always dry surfaces well
- ✓ Recycle and remove packaging materials immediately (e.g. online shopping boxes)
- ✓ Store food in closed containers and packages – pet food as well

If there are many silverfish and your own actions do not help, contact us.

### Booklice

In new apartments, there may sometimes be small insects called booklice (psocoptera). They are harmless and do not cause any damage.

These insects appear in new buildings because they like damp spaces; the structures of a newly built home may still be moist. Once the structures are dry, booklice disappear on their own.

## Report defects and problems to us

If you notice a defect in your home or building, make a defect report immediately.

**You can submit the defect report form**

- On the Resident Pages: [asukassivut.ta.fi/login](https://asukassivut.ta.fi/login)
- On our website: [ta.fi/en/defect-report-form](https://ta.fi/en/defect-report-form)



**If there is an acute problem, contact your building's maintenance company immediately.**

## Problems with housing?

Sometimes housing may involve questions or difficult situations. Our Resident guidance can help you!



**Resident guidance can help with**

- Issues connected to comfort at home
- Troubles with payments
- Guiding you to support services (for example, Kela)
- If it is difficult to keep the home in good condition
- Neighbour conflicts

If you are worried about your or your neighbour's situation, please contact us. We will find a solution together! Resident guidance helps our residents all around Finland, free of charge.

### Contact

Email: [asukasneuvonta@ta.fi](mailto:asukasneuvonta@ta.fi)

Customer service: +358 45 7734 3777 (Mon–Fri 8–16)

# Contact us – we are here to help

Do you have questions about housing, contracts or home maintenance? We help with housing-related matters.

**Here you can see the contacts for your building and the matters you can contact them about.**

## Sales negotiators

- Tenancy and right-of-occupancy contracts
- Moving

## Property Secretary

- Keys (Helsinki metropolitan area)
- Parking spaces
- Sauna bookings
- Resident changes
- Certificates
- Rents, fees and payments
- Payment difficulties

## Property Manager

- Keys (outside Helsinki metropolitan area)
- Apartment inspections
- Renovations
- Permits for alterations
- Pests
- Neighbour disputes and living disturbances

## Maintenance

- Urgent defects and faults (e.g., leaking tap)
- Defect reports
- Opening doors when keys are lost or forgotten
- Taking care of shared outdoor areas



**Find your building's contact details at: [ta.fi/en/contact-information](https://ta.fi/en/contact-information)**  
**Use the "Find the contact person for your apartment" search.**

# MOVING OUT

**When you clean  
your home regularly,  
the final cleaning  
is easier.**



## Checklist when moving out

- ✓ Give notice of termination in time
- ✓ Transfer your home insurance and electricity contract to your new address
- ✓ End your internet contract and check the options in the new home
- ✓ Prepare early: pack, arrange help and a moving van
- ✓ Check the condition of the apartment
- ✓ Organize your belongings
- ✓ Clean the apartment thoroughly



Make sure the apartment is clean and ready for the next resident to move in. Next, you will find instructions on how to check the apartment's condition, organize your belongings and clean the apartment.



Moving waste and unwanted items – such as furniture or appliances – **do not belong in the building's shared waste bins.**

Please take all moving waste away yourself and make sure you recycle it properly.

See the instructions on page 20.

### Check the condition of your apartment

The apartment must be left in a clean and neat condition. Normal traces of living, such as light surface wear and small scratches, are expected.

#### However, the following damage is not normal:

- Broken interior doors
- Cracks in sinks
- Drawings on walls or floors
- Damage caused by pets



If the apartment has damages like these, the repair costs will be charged to the resident.

### Organizing the apartment

#### Walls and surfaces

- ✓ **You don't need to fill the small holes in the interior walls (for example nail holes) when you move out.**  
If you still want to fill them, the wall must be left neat: smooth and sand the patched spots and paint the entire wall.
- ✓ Carefully remove stickers (such as picture-hanging strips) so the wall does not get damaged. Use a plastic scraper. You can also heat the sticker with a hairdryer to make it easier to remove.



#### Electrical equipment

- ✓ Check that ceiling sockets are in place and working
- ✓ Do not make electrical installations yourself – always use a professional



### Dishwasher and washing machine

- ✓ Clean the filter of the dishwasher that belongs to the apartment
- ✓ If the machine is your own, take it with you
- ✓ When taking a dishwasher or washing machine with you, **you must plug the water line and the outlet pipe.** Plugging ensures there will be no water damage. Please follow our instructions carefully.



### Instructions for plugging the machines

- **You need two plugs:**
  1. a brass screw plug for the water line
  2. a plastic plug for the outlet pipe
    - **Use only these plugs for plugging** (not e.g. tape or bottle caps)
    - If the plugs are missing from the apartment, buy them from a hardware store
- Screw **the brass plug** onto the water line
- Push **the plastic plug** into the drain pipe
- **Check that the plugs are properly in place:** briefly open the tap and see if any water leaks out. If no water comes out, the plugs are correctly installed.
- **Close the tap again**



**If the plugging is missing or done incorrectly, we will have to charge the resident.**

### Remove your personal belongings

- ✓ Empty the apartment, balcony and storage rooms from your belongings. Recycle broken items according to waste management instructions
- ✓ Remove your outdoor items (furniture, decorations, wire fences) from the yard
- ✓ **Make a written agreement with the next resident, if you have agreed to sell or leave your belongings in the apartment.** Use the form “Alteration work agreement between residents”: [ta.fi/en/for-residents/housing-forms](https://ta.fi/en/for-residents/housing-forms)
  - Clearly mark these items and send the completed form to the property manager by email. Any unmarked items will be removed from the apartment, and the costs will be charged to you.
- ✓ If you have built something in the yard, check with the property manager and the new resident if it can stay. Make a written agreement with them.



### Leave these in the apartment

- ✓ Window key and keys to cleaning cupboards
- ✓ Antenna or data cables that belong to the apartment
- ✓ TA fire alarms; leave their batteries in place as well
- ✓ Laundry cabinet keys
- ✓ Curtain rails and clips
- ✓ Venetian blinds, safety locks, peepholes and hinge pins
- ✓ The resident folder (if your apartment has one)

## Final cleaning

By cleaning the apartment well, you can avoid extra fees. Follow the checklist below.

### Kitchen

- ✓ Empty the refrigerator and the freezer, and defrost the freezer. Clean both. Turn off the power and leave the doors open.
- ✓ Clean the stove, oven and baking trays
- ✓ Pull the stove out (if it is moveable) and clean the space behind it
- ✓ Clean the cooker hood and grease filter



### Cupboards and doors

- ✓ Remove stickers and dirt
- ✓ Clean doors, handles and frames
- ✓ Clean cabinet doors and shelves



### Bathroom and sauna

- ✓ Clean floors, walls and shower area
- ✓ Clean the sink, taps, toilet and surrounding areas
- ✓ Clean floor drains



### Ventilation

- ✓ Clean the exhaust air filters by vacuuming them
- ✓ Wipe ventilation valves

### Floors

- ✓ Vacuum and mop all floors



### Radiators

- ✓ Clean radiators and behind them

### Windows and balcony

- ✓ Clean inside and between window panes
- ✓ When weather allows, clean outside surfaces and balcony glass
- ✓ Clean the balcony from dust and dirt



### Yard and storage

- ✓ Make sure to remove your personal belongings unless you have an agreement with the property manager and the new resident to leave them behind
- ✓ Clean storage rooms of any trash and leave them tidy
- ✓ Clean the yard of trash and any pet waste. Recycle the trash properly
- ✓ Sweep away grit or sand from the yard and take it to a waste collection point; do not put it in mixed waste
- ✓ Mow the lawn if you are moving out during the summer
- ✓ Repair any damage to the lawn caused by your belongings (e.g., trampoline) by planting new grass in the damaged area.
- ✓ Remove weeds from the yard (from under bushes, flower beds, etc.).
- ✓ If you take plants you have planted in the yard with you, make sure to fill in the holes left behind.
- ✓ If you have a climbing plant, make sure it is in a separate trellis or planter. Climbing plants must not grow close to the building.

### When leaving the apartment

- ✓ Close all windows
- ✓ Lock the external door (or doors)
- ✓ Return all keys and parking permit to our office



### Finally: The property manager will inspect the apartment

Our property manager will visit your apartment when you move out. They will check the condition and cleanliness of the apartment.

**Please leave the apartment clean and in good condition** so that no repair or cleaning charges will be applied.

You do not need to be present during the inspection, but you are welcome to join if you wish. If so, please arrange this in advance with the property manager. Once the inspection is completed and everything is in order, your deposit or housing right fee will be returned.

Thank you for choosing  
a TA apartment and  
for following our  
guidelines while  
living here!

## Let TA Cleaning do the moving cleaning for you

Our efficient professionals take care of your apartment cleaning from start to finish. You don't need to worry about tools, cleaning products, or schedules – your move will be easier and you can be confident your apartment will be left spotless.

We operate in the Helsinki metropolitan area and surrounding municipalities

**Contact us!**

[ta-siivous.fi/tarjouspyynto](https://ta-siivous.fi/tarjouspyynto)

TA  Siivous





## TA-YHTIÖT

**Customer service**

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