

## Table of responsibilities for rental flats

	The owner contracts and pays	The occupant contracts and pays	Further information
<b>Keys and locks</b>			
Maintenance of the original lock	X		
Extra keys		X	Order through a locksmith indicated by the owner. When moving out, all keys must be left with the owner without compensation.
Installation and maintenance of a safety lock or another extra locking system		X	This must be performed by an authorized locksmith. When moving out, the lock must be left in the flat without compensation.
Re-keying the entrance door of the flat	X		The occupant pays, if the re-keying is due to loss of keys or other negligence.
<b>Entrance door(s)</b>			
Lubrication of hinges and locks		X	
Repair of door and its original fittings	X		
Repair and renewal of seals	X		
Installation of security chain, security studs or peephole		X	This must be performed by an authorized locksmith. When moving out, any fittings must be left in the door without compensation.
<b>Windows and exterior balcony doors</b>			
Repair and renewal of seals	X		
Repair of fittings, holding gear etc.	X		
Renewing window panes	X		
Venetian blinds installed by the occupant		X	This must be performed by a professional. When moving out, these must be left in the flat without compensation.
Venetian blinds installed by the owner	X		
Balcony glazing, installation and repair	X		
Exterior balcony doors	X		
Cleaning of windows and balcony glazing		X	The owner orders cleaning of exterior glass balustrade surfaces
<b>Wall, ceiling and floor surfaces in the flat</b>			
Wall, ceiling and floor surfaces, cleaning		X	
Walls, standard painting	X		
Walls, non-standard painting or papering		X	Such work must be authorized by the owner. Occupants moving out must return surfaces to their original standard.
Sanitary room surfaces, repair and renewal	X		
Sanitary room surfaces		X	Obligation to report deficiencies.
Sauna panelling, repair	X		
Ceiling surfaces, painting	X		
Flooring, repair and renewal	X		
Balcony and its drainage system, cleaning		X	Removing snow and ice from exterior walls and leading melt water to ejectors/drains
Balcony surfaces, maintenance	X		
<b>Fixed furniture and cupboards</b>			
Fixtures, repair and renewal	X		
Dishwasher cupboard, installation and removal		X	
Flat's sauna benches, repair and replacement	X		
Shower curtain rail or shower screen, installation	X		The occupant buys and uses a shower curtain at their own risk.
<b>Heating</b>			
Radiators, bleeding	X		
Radiators, initial adjustment	X		
Radiator valves, repair and maintenance	X		
Radiators, cleaning		X	
Heating systems located in structures	X		
<b>Ventilation</b>			
Exhaust air valves, cleaning		X	
Exhaust air valves, adjustment and repair	X		
Ventilation ducts, cleaning	X		
Supply air valves and filters, cleaning		X	
Supply air valves, purchasing and replacing filters	X		
Cooker hood grease filter, cleaning		X	
Cooker hood repair or grease filter replacement	X		
Flat's individual ventilation unit, cleaning or purchase and replacement of filter	X		
Flat's individual ventilation unit, service, repair or adjustment	X		
<b>Water and sewage systems</b>			
Tap nozzles, cleaning		X	
Taps, initial adjustment of flow rates	X		
Shower hose and shower head, replacement	X		
Taps, repair and placement	X		
Toilet gear, repair	X		
Washing machine, installation, repair and plugging (occupant's machine)		X	This must be performed by a professional. Installation protocol must be made available upon request.
Washing machine, installation and repair (owner's machine)	X		
Maintenance of washing machines in compliance with manufacturer's instructions		X	E.g. removal of lime residues and grease using appropriate chemicals.
Monitoring water traps and reporting stoppages		X	
Cleaning, maintenance and repair of water traps	X		If cleaning requires dismantling/tools.
Floor drains, monitoring, cleaning and reporting stoppages		X	Manual cleaning without tools Also cleaning of a detachable water trap.
Floor drains, maintenance and repair	X		
Water and sewage lines, maintenance and repairs	X		

Tap and toilet leakage, checking for		X	Any leakage must be reported immediately to the management company.
<b>Electrical equipment in the flat</b>			
Lightbulbs, fluorescent tubes and tube starters, purchase and replacement		X	
Fixed lamps and their shades, repair	X		
Fuses, purchase and replacement		X	
Sockets and switches, repair	X		
Decorative lamps, installation		X	
Aerial and data cables, purchase		X	The occupant purchases the cables they need (e.g. Ethernet/RJ-45 cable).
Telephone, data communication and aerial cables and sockets, installation		X	This must be performed by a professional, and only when allowed by the owner.
Installation of a satellite disc		X	This must be performed by a professional, and only when allowed by the owner.
<b>Appliances in the flat</b>			
Sauna oven, repair and maintenance	X		
Stove stones, purchase and replacement		X	
Freezer and fridge, defrosting as required		X	
Freezer, fridge and cooker, external and internal cleaning		X	Underlays and backs as well.
Battery-powered fire alarm, purchase	X		The owner purchases one alarm per each beginning 60 square metres. Changing batteries is the occupant's responsibility.
Line-supplied fire alarm, purchase and maintenance	X		
Cooker, freezer and fridge, repair and maintenance	X		The cleaning of household appliances, e.g. cleaning a ceramic cooker top according to the manufacturer's instructions, is the occupant's responsibility
<b>Designated exterior area of the flat</b>			
Area for the exclusive use of the occupant		X	The occupant is responsible for maintenance, snow removal and mowing the lawn. Any changes, such as the planting of trees, requires permission of the owner.
<b>Miscellaneous</b>			
Home insurance		X	The occupant must insure its movable property. Liability insurance is recommended.
Pest control, when pests are infesting several flats or the structures of the building.	X		E.g. bedbugs or cockroaches. The occupant is responsible for control measures concerning or destruction of its movables.
Pest control in a single flat or piece of furniture.		X	E.g. silverfish or fur beetles.
<b>N.B:</b>			
If the occupant has caused damage through their action, the occupant is liable to pay the cost of replacement and repair of structures, systems and equipment for the maintenance of which the owner is responsible.			
Always follow the instructions of your landlord, if they diverge from this table.			
Please contact the manager, if you are uncertain about your responsibilities regarding maintenance.			