

## Alteration work during occupancy

# Alteration work instruction for the holders of the right of occupancy

## 1. General

This instruction applies to alteration work that the holders of the right of occupancy can carry out during their occupancy at their own expense in Asuntosäätiö's properties from 1<sup>st</sup> of April 2023. The purpose of these instructions is to ensure that alteration work is carried out in a controlled manner and to prevent any inconvenience and damage to the residents or the property.

Please also consult the related Technical alteration work instructions effective from 1<sup>st</sup> of April 2023.

## 2. Principles on alteration work

The holder of the right of occupancy can, at their own expense, carry out alteration work in their apartment following these principles:

1. Alteration work in the bathroom is not allowed in new buildings or buildings that have undergone a renovation during the warranty period (2 years).
2. Alteration work must not lower the apartment's quality.
3. The costs of the alteration work that is compensated must be reasonable when taking into account any earlier alteration work and the amount and value of the work and equipment needed.
4. The holder of the right of occupancy is responsible for carrying out the alteration work and for covering all its costs. The holder of the right of occupancy is responsible for repairing the completed alteration work with a few exceptions.
5. The alteration work must not endanger fire safety or home safety or cause any health risks.
6. All heating, plumbing and air-conditioning work and electrical work and their installations must be carried out by a trained professional. The HPAC contractor or electrical contractor must, on request, be able to demonstrate their competence for the task.
7. The alteration work must comply with the laws, regulations and provisions of the construction industry (National Building Code of Finland; acoustic, humidity and thermal insulation standards).
8. Additional construction or removal of walls is prohibited.
9. Any alteration work that violates this instruction or is carried out without permission can lead to liabilities.
10. Asoetu is also an alteration work and the responsibility for repairs after the end of the warranty period rests with the resident (applies Asoetu which is not part of the basic equipment of the apartment).

### 3. Apartment-specific alteration work and their execution

Before beginning any alteration work, the holder of the right of occupancy must always contact the person responsible for alteration work at Asuntosäätiö to avoid possible damages and the resulting liabilities. The resident must submit a notification of the alteration work by filling out the alteration work notification form, which is available on Kotikulma or by a contact form labelled as Alteration work.

The following alteration work is permitted in accordance with the principles mentioned above and the appended Technical alteration work instructions. Please note the notification obligation for permitted alteration work.

#### 3.1 Permitted alteration work that is not compensated when moving out

You can begin the following work after notifying Asuntosäätiö:

- Stencil, structure and basic painting work of walls in dry rooms
- Wallpapering in dry rooms
- Repainting the painted walls and ceiling in bathrooms and separate toilet rooms  
Note: Tiles must not be painted.
- Wallpapering a painted wall or painting a wallpapered wall
  - The wallpaper must be removed before painting
- DC-Fix decorative films
  - Must be removed when moving out
- Replacing interior doors
- Adding free-standing cupboards and cabinets
  - Fixing to the floor with screws is not allowed
- Replacing handles
- Installing light-toned aluminium window blinds
  - Must be left into the apartment when moving out
- Curtain rods
  - Must be left into the apartment when moving out
- Installing a peephole, security chain or hinge pins
  - Must be left into the apartment when moving out
- Installing a security lock. The security lock must be master-keyed to the same series as the other locks in the company. The security lock must be unlockable from indoors. All keys must be returned with the other keys when moving out.
- Painting the apartment's garden fences using the same colour
  - Please read the painting instruction, other colours are generally not allowed
- Retinting the patio with a tinted timber oil
- Adding shelves to garden sheds/private storage units
- Installing decorative stones in the garden
- Removing or adding trees or bushes in the area in your control
- Equipment for the elderly: support handles, a raised toilet seat, fixtures, an emergency phone system, electronic door systems, doorstep ramps and doorways, etc.
  - Must be returned to the original state when moving out

### 3.2 Alteration work subject to permission that is not compensated

The following alteration work always requires a written permission before the work is started:

- Replacing a sliding door with an interior door or an interior door with a sliding door (including mirrored interior doors)
- Adding fitted cupboards and cabinets
- Water point installations, taps and showers
  - Permitted tap brands: Oras, Hansgrohe, Grohe, Gustavsberg and Mora
- Replacing the sauna heater Note: Can only be performed by an electrical contractor.
- Adding power sockets and ceiling-mounted sockets.  
Note: Can only be performed by an electrical contractor.
- Curtains to the balcony
  - Similar curtains to the whole building
- Building a patio, tiling the garden, wall stones and walkway paving
- Translucent roof panels to the patio (only on top of an existing structure)
  - Note: The roof must have snow guards and the building inspection instructions must be followed, a possible building permit is paid by the location
- A dishwasher installed by a professional
- Adding a piece of refrigeration equipment when the apartment has a space reserved for it
  - Must be left into the apartment when moving out
- Replacing the stove with a better one, e.g. a ceramic cooktop with an induction cooktop
  - Must be left into the apartment when moving out
- Adding or replacing a mirror cabinet, sink unit and laundry cabinet
- Installing tiles or sheets between the kitchen's upper and lower cupboards
- Installing a shower screen or shower cubicle without a basin (shower basin not allowed)

### 3.3 Compensable alteration work subject to permission and how to obtain permission

You must wait for permission before you can carry out compensable alteration work. The permission can be granted either as is or with the precondition of making changes to the alteration work, or it can be refused.

When the building is 27–30 years, the apartments will undergo a renovation during which the kitchens, wet rooms, floor surfaces and fixtures will be replaced. If compensable alteration work has been done in the apartment, we will agree on the compensation with the resident separately and possibly redeem the alteration work for the residual value.

Compensable alteration work includes:

- Replacing floor surfaces (Read the supplier's installation instructions)
  - The permitted materials are parquet, laminate, tile and vinyl
- Purchasing an air source heat pump
  - In apartment buildings and maisonettes, air source heat pumps are only allowed to have the cooling capacity
  - Can only be purchased from Asuntosäätiö's partners

- Balcony glazing
  - Building licence at Asuntosäätiö's expense
  - Check the building licence status before ordering glazing
- Renovation of the kitchen to the renovation level
  - Ordered from Asuntosäätiö
  - Asuntosäätiö's contractor carries out the renovation with the renovation materials and household appliances valid at the time of ordering
- Renovation of the bathroom and apartment sauna to the renovation level
  - Ordered from Asuntosäätiö
  - Asuntosäätiö's contractor carries out the renovation with the renovation materials valid at the time of ordering

The holder of the right of occupancy will carry out the approved alteration work, complying with the conditions of the permission and the appended Technical alteration work instructions. The holder of the right of occupancy is responsible for ordering the inspections concerning the alteration work.

### 3.3.1 Responsibility for the alteration work and maintenance

The holder of the right of occupancy is responsible for carrying out the alteration work and for covering all its costs. All matters related to the alteration work are solely between the holder of the right of occupancy and the party performing the work. Any possible faults or shortcomings concerning the alteration work must be notified in writing to the party who performed the work. The holder of the right of occupancy is responsible for doing this. If there is reason to suspect that a fault or shortcoming in the alteration work could pose risks for the property's structures, insulation or HVAC systems, the holder of the right of occupancy is obliged to notify the property manager.

The holder of the right of occupancy is responsible for the maintenance of the alteration work, with the exception of certain domestic appliances (see Technical alteration work instructions). Asuntosäätiö is not accountable to the holder of the right of occupancy for any alteration work carried out by them or a previous holder. In the event that the holder of the right of occupancy changes, the alteration work carried out and the responsibility for its maintenance are transferred, under an agreement, to the next holder of the right of occupancy. If the alteration work causes damages but it is not the fault of either Asuntosäätiö or the holder of the right of occupancy, Asuntosäätiö is responsible for the possible repair costs only to the original state before the alteration work. If the damage is caused by the resident, the resident is responsible for all the costs (home insurance might cover it).

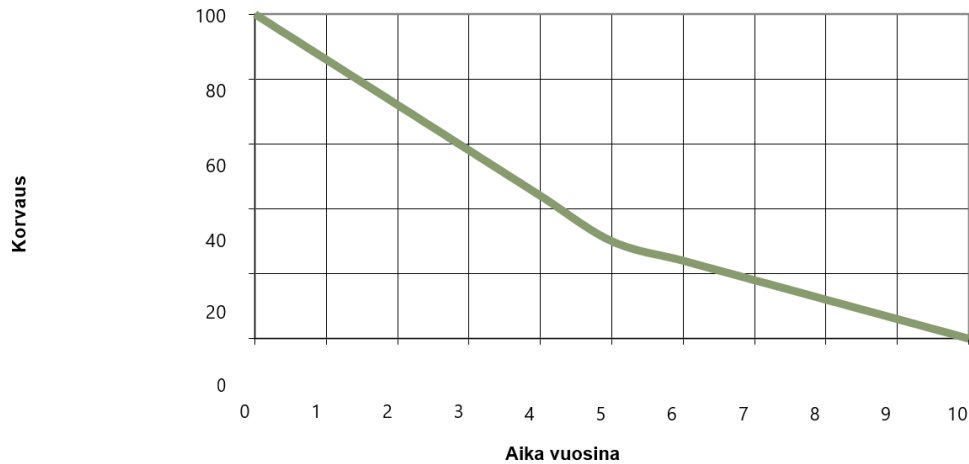
### 3.3.2 Compensation for alteration work

At the end of the right-of-occupancy agreement, the holder of the right of occupancy is entitled to a compensation for reasonable alteration work which they have carried out and financed in the apartment and which has improved the apartment's quality, subject to the following conditions and restrictions:

1. The alteration work subject to permission has been defined as compensable when granting the permission.
2. Asuntosäätiö has been notified of the alteration work through Kotikulma before the alteration work has begun.
3. The amount of compensation is always calculated on a case-by-case basis for each instance of alteration work. The compensation decreases over time from the date the alteration work is completed in accordance with the table below, in five years to 30% and in ten years to zero. Possible renovation costs paid by Asuntosäätiö because of the alteration work are deducted from the compensation. **However, the maximum price for compensable alteration work at the moment of handover is €100/jm<sup>2</sup>.** When calculating the maximum price, all alteration work during the building phase and occupancy are considered.
4. Compensation is not paid if the alteration work is destroyed (fire, water damage) or loses its value (neglect of maintenance or care responsibility).
5. With the exception of balcony glazing and air source heat pumps, compensation is not paid for alteration work carried out outdoors or house-specific alteration work. Likewise, compensation is not paid for alteration work carried out without permission or in violation of the permission.
6. Compensation is not paid without appropriate receipts. **The value of the alteration work is reset to zero if the receipts are not provided within 6 months from receiving permission for the alteration work.** The holder of the right of occupancy must submit the documents, receipts and bills related to the alteration work by email to Asuntosäätiö. Instructions for submitting the receipts and bills are sent by email when the permission for the alteration work has been granted. **The receipts must be received from a trader.** Renovations are an exception: in renovations, the holder of the right of occupancy submits the alteration work form and the receipts concerning the alteration work to the contractor's management. Asuntosäätiö will process the alteration work when the renovation work for the whole property is complete.
7. If the resident removes an appliance purchased as alteration work, the space or area (fixture, wall, floor, etc.) must be returned to its original state or Asuntosäätiö will renovate it at the expense of the resident.
8. If the alteration work has not been maintained properly or it is declined, the related area or appliance will be returned to its original state.

### 3.3.3 Compensation for alteration work

The figure below illustrates the remaining value of the compensable alteration work over time. An example: after 3 years, 58% is left of the alteration work's original value.



The compensation decreases from the date the alteration work is completed 14% per year for the first five years and 6% per year for the next five years. The time starts running from the date the alteration work is completed and Asuntosäätiö approves it.

The compensation is always calculated from the original price and completion date even if the holder of the right of occupancy changes.

## 4. Insurance

The resident commissioning the alteration work must take out home insurance that contains a third party insurance to cover any damages suffered by a third party. The property's full value insurance does not cover any damage to the alteration or extra work commissioned by the holder of the right of occupancy or the damage these may cause to the holder of the right of occupancy or the other residents in the property.

## 5. Right to amend

If necessary, Asuntosäätiö has the right to amend this alteration work instruction and the appended Technical alteration work instructions. When the amended instructions become effective, all of the alteration work must comply with them.