



CHECKLIST FOR MOVING IN

This checklist will help you to remember all the important issues when moving in to your PSOAS apartment. Print it out, keep it with you when moving in and tick the boxes below once you have completed the tasks.

- PICKING UP THE KEYS (take good care of them)**

Pick up the keys from the accommodation office when the lease begins and you have signed the tenancy agreement. The keys will also give you access to tenants' shared facilities. The key is personal and it must be used with extreme caution. If it gets lost, please contact the accommodation office immediately, because the lock of the apartment has to be changed for security reasons. The tenant is responsible for the costs of changing the lock. If you wish to have an extra key, it is possible to have it made through the accommodation office. When moving out also the extra keys must be returned.
- SEND THE NOTIFICATION OF MOVE**

Remember to inform the Finnish Population Register Center about your new address. The easiest way to send the notification of move is to do it online on www.changeaddress.fi or www.posti.fi . It is also possible to do it by phone on 0203 456 456. If you forget to send the notification of move it is not guaranteed that you will receive your mail in Finland!
- INFORM YOUR E-MAIL ADDRESS TO PSOAS**

Remember to inform PSOAS Accommodation office of the email address you are using while staying in Finland.
- FILL IN THE APARTMENT REPORT**

After moving in check out the condition of the apartment and send the information to PSOAS within 4 days from moving in using the apartment report on www.psoas.fi (the link can be found on the front page). By doing this you can make sure that you will not be held responsible for possible damages caused by the previous tenant. If there are damages that require immediate repairing report those by using Avux fault report system on www.psoas.fi (the link can be found on the front page).
- GET TO KNOW TO YOUR FLAT MATES**

Please remember to agree on "common rules" with your flat mates. This will help you to keep the common areas in good condition and tidy as well.
- BE CAREFUL WHEN FURNISHING THE APARTMENT**

When hanging objects on the wall fixing cleats found on the walls must be used. If there are no fixing cleats, a maximum of 2-3 proper fixing hooks can be attached in one room. Adhe-

sive fixing hooks may only be used on tile surfaces of sanitary rooms. It is not allowed to fix objects on door or window frames. Breaking the surfaces of doors or closets is strictly forbidden. Fixtures must be left on their places when moving out.

REMEMBER TO PAY YOUR RENT

The rent must be paid by the fifth day of each month using the personal rent payment form given by PSOAS. If you are renting your apartment through the University of Oulu the due date for rent is the 15th of the month. If you wish to have a direct debit agreement for paying the rent, please contact your bank. The rent always includes water expenses (exception: Villentalo, Ylioppilaantie 2) and heating expenses.

REMEMBER TO INSURE YOUR PERSONAL BELONGINGS

If you have insurances in your home country, find out if they cover potential damages to your belongings abroad. In most cases PSOAS's real estate insurances do not cover damages on the tenant's property. An insurance costing only a few euros a month may save you thousands of euros.

CHECK OUT THE FIRE ALARM

In case a fire breaks out in the apartment every second is important. The room will be full of smoke in 2-3 minutes. The fire alarm reacts to smoke and wakes up the sleeping person. If there is no fire alarm in the room, the tenant is responsible for getting one. The tenant is also responsible for its functionality. The battery must be changed annually. When the battery is running out it gives short signals. Always keep the fire alarm ready, the smoke may also come from the apartment next to yours!

MAKE A CONTRACT ON THE SUPPLY OF ELECTRICITY

If you are living in a studio or a family apartment you need to choose a supplier for electricity and make a contract for the supply. The contract can easily be made online. The electricity will be billed by the electricity company. In shared apartments electricity is in most cases included in the rent. The exception is Paalikatku 13.

OPEN THE INTERNET CONNECTION

Internet connection can be activated at any time during your lease. The opening fee for the connection is 25 euros. When writing the agreement for the connection you will receive an invoice for the fee (no cash or credit cards are accepted in the accommodation office). The opening fee is charged also if you are moving into another location within PSOAS.

SIGN UP FOR OMAPSOAS RESERVING SYSTEM

Laundry and sauna turns and parking places can be reserved from the OmaPSOAS reserving system. In addition PSOAS uses the contact information entered into the system for informing the tenants. Login to OmaPSOAS service reserving system from www.omapsoas.fi or via PSOAS website, www.psoas.fi. Your OmaPSOAS username and password is the same even when you move in to another apartment.