



## CANCELLATION FORM FOR TENANCY AGREEMENT

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1. Please, give your notice in writing (this form) and bring or send it to PSOAS housing office by mail or e-mail. When you give notice, the application for internal move will be removed from the queue.
2. Period of notice is one whole calendar month. The lease will end at the end of the month following the cancellation.
3. Clean your apartment properly before you move out. If the apartment is not properly cleaned, the cleaning costs will be deducted from the deposit or invoiced. All tenants of the apartment are jointly responsible for the condition and cleaning of the apartment. Please, remember to empty your storage too. Cleaning instructions can be found at [www.psoas.fi](http://www.psoas.fi).
4. The deposit will be refunded within a month from ending of the lease.
5. Return all your keys to PSOAS office by 2 pm the last day of the month. If the last day of the month is weekend or holiday the keys must be returned on the following working day by 12 pm. You can leave the keys in the key mailbox outside our office at your own risk. **Please check the right return point for the keys at [www.psoas.fi](http://www.psoas.fi).**
6. If you give your keys to the new tenant it is your responsibility to have the apartment and cleaning checked by the janitor before handing over the keys. Please also sign the form of handing over the keys and deliver it to PSOAS office.

- I have a pet, what \_\_\_\_\_
- When you cancel your lease the janitor will check your apartment. The tenant will not be informed of the checking date. If you want to be present in the apartment check, please contact the janitor, tel. 010 5833 000. The check will be done on weekdays between 9 am and 3 pm. The apartment will be checked anyway after the 15th of the month using the maintenance key if you have not agreed on a time for the check or if you are not at home.

First name and last name: \_\_\_\_\_

Address: \_\_\_\_\_ Apartment no: \_\_\_\_\_ Lease end date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Future address: \_\_\_\_\_ Post code: \_\_\_\_\_ City: \_\_\_\_\_

Bank account: Please send your banking information for returning of the deposit and possible extra payments online at PSOAS website: [www.psoas.fi/en/housing-guide/refunding-the-deposit/](http://www.psoas.fi/en/housing-guide/refunding-the-deposit/)

In order to improve our customer service we would be grateful if you let us know why you are moving out.

\_\_\_\_\_

\_\_\_\_\_

Signatures. If the tenancy agreement is signed by several persons, the signature of every signer of the tenancy agreement is needed here.

City and date: \_\_\_\_\_

Written signature (tenant 1): \_\_\_\_\_ Written signature (tenant 2): \_\_\_\_\_

### PSOAS FILLS IN

Irtisanominen vastaanotettu: \_\_\_\_\_ Vuokravastuu päättyy: \_\_\_\_\_

Sanottu irti koneelta: \_\_\_\_\_ Muuttoilm. ilmoitetaan tarkastukseen: \_\_\_\_\_

With this cancellation I give PSOAS permission to give my contact information to the new tenant.

SEND TO

Pohjois-Suomen opiskelija-asuntosäätiö sr, Mannenkatu 6 A, 90130 Oulu or [asuntotoimisto@psoas.fi](mailto:asuntotoimisto@psoas.fi)