



CANCELLATION FORM FOR TENANCY AGREEMENT

1. Please, give your notice in writing (this form) and bring or send it to PSOAS accommodation office, Mannenkatu 6 A. When you give notice, the application for internal move will be removed from the queue.
2. When you want to leave, give notice at least one month before you move out. You can cancel your tenancy agreement with effect from the last day of the next month.
3. Clean your apartment properly before you leave or PSOAS will send you a cleaning bill. All tenants of the apartment are jointly and severally responsible for the condition and cleaning of the apartment. Please, remember to empty your storage too.
4. Return all your keys to PSOAS accommodation office no later than 2 pm the last day of the month. If the last day of the month is a holiday the keys must be returned on the following working day by 12 pm. You can leave the keys in the mail box outside our office (Mannenkatu 6 A) at your own risk.
5. The deposit will be refunded one month after your tenancy agreement has ended.
6. When you have cancelled your tenancy agreement the janitor will check your apartment. The tenant will not be informed of the checking date. If you intend to move out before the end of the month, please inform the accommodation office about the moving date.
7. 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.

I have a pet, what _____

If you want to be present in the apartment check, please contact the janitor. 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. The contact information for the janitor can be found in the moving out guide.

First name and Family name: _____

Address: _____

Apartment no: _____

Moving date: _____

Telephone no: _____

Email: _____

Future address: _____

Post code: _____

City: _____

Bank account: Please send your banking information for returning of the deposit and possible advanced payments online on PSOAS website:
<http://www.psoas.fi/en/tenants/deposit-refund>

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, Mannenkatu 6 A, 90130 Oulu or fax +358 8 332170