

AGREEMENT ON RETURNING THE KEYS FOR TENANTS BY THE STUDENT VILLAGE FOUNDATION OF TURKU

With this agreement, the tenant moving out and the new tenant moving in can make arrangements for the release of keys and the apartment. Both parties must obtain their own copy of the original agreement, and additionally **a scanned copy must be emailed to the Housing Office (office@tys.fi)**. The delivery of this agreement to TYS is at the sole **responsibility of the tenant moving out**.

TENANT MOVING OUT

Please deliver a scanned copy of the key release agreement, signed by both parties, to the Housing Office immediately following the release of the keys, or at the latest on the first business day of the month, by 12 o' clock noon. If the tenant fails to deliver the agreement in the given time, the locks will be re-serialised and the apartment cleaned (if necessary). These costs are at the responsibility of the tenant moving out, and this agreement will be voided. The costs will be deducted from the paid deposit.

TENANT MOVING IN

By signing this agreement, the new tenant shall assume responsibility for the keys and the apartment, and give acceptance for the apartment's cleanliness. Always sign the agreement at the apartment so that you can ensure that the tenant moving out has fulfilled his/her obligations regarding cleanliness. TYS has performed a check regarding any necessary repairs during the termination period of the previous agreement. Should you not find the cleanliness level acceptable, do not sign this agreement. Instead, fetch the keys from the Housing Office on the first business day of the month after 12 o' clock noon.

APARTMENT ADDRESS

Street address	Postcode	City/Town
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TENANT MOVING OUT

First and last names	Email	Tel.
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TENANT MOVING IN

First and last names	Email	Tel.
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RETURNED KEYS

Apartment keys: _____ pcs.

Other keys: _____ pcs. Type of key: _____

The TYS keys are always marked with an identification marking. When you receive the keys, make sure that there is identification mark on the key(s). If you're not sure, whether there is a marking or not, please visit the housing office with the key(s).

SIGNATURES

Day of release	Signed/tenant moving out	Signed/tenant moving in
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