

Instructions for maintenance and alteration work to a owners after 1.7.2010

Distribution of the responsibility for maintenance

Responsibility is distributed among the apartment owner and the housing corporation according to the housing corporation law's chapter 4 provisions 2 and 3, unless written otherwise in the articles of association. The general meeting can order maintenance work to be done at the expense of the housing corporation, if the work is related to a renovation done by the corporation or the work is financially profitable and doesn't violate the equality of the apartment owners. (Housing corporation law chapter 4)

The housing corporation must maintain the condition of the apartment's structures and insulation. It is also the responsibility of the corporation to maintain the heating, electrical, data transfer, gas, water, sewage, air conditioning and other general systems. (Housing corporation law chapter 4, 2 §)

The interior of the apartment is under the responsibility of the apartment owner. The apartment owner must maintain the apartment and make any maintenance work so that the property's, building's or the apartment's structures under the responsibility of the housing corporation are not damaged. (Housing corporation law chapter 4, 3 §)

Apartment owner's responsibility to notify about maintenance work

The apartment owner must – by housing corporation law – notify the housing manager in advance and in writing, when doing maintenance or alteration work that affects the apartment, building or part of an apartment that are on the corporation's or another apartment owner's responsibility or that uses the apartment of another apartment owner. (Housing corporation law chapter 4, 7 §)

Apartment owner's right to alteration work in the apartment

The apartment owner has a right according to housing corporation law **to do alteration work at his/her own expense in areas that his/her shares grant him/her right of possession**. If it's possible that the work can damage the building or cause harm to the corporation or another apartment owner, the apartment owner must have permission from the board or the other apartment owner in question. The articles of association defines a purpose of use for the apartment, which the apartment owner must take notice of when doing alteration work. (Housing corporation law chapter 5, 1 §, 3 §)

If the alteration work can damage the structures, insulation, heat, water, air conditioning or electrical systems under the responsibility of the housing corporation, **the apartment owner must inform the housing manager before starting the work**. (Housing corporation law chapter 4, 2 §, 7 §)

Apartment owner's responsibility to notify about alteration work

The apartment owner must – according to housing corporation law – notify the housing manager in advance and in writing about any alteration work that affects the property, building or part of an apartment that are on the responsibility of the corporation or another apartment owner or that uses the apartment owned by the corporation or another apartment owner. (Housing corporation law chapter 5, 2 §)

It's also the benefit of the apartment owner to notify and find out the details of the alteration work in time. The costs of the work can grow high, if the ins and outs of the alteration work are not clear to everyone.

Here are some typical maintenance and alteration projects **that must be reported to the housing manager**:

- Building a sauna in the apartment (you must also make sure if you need any other permits from the officials)
- Removing a bath tub or installing a shower
- Replacing or fixing the floor (take notice of the sound insulation)
- Replacing or fixing a wall (excluding wallpaper and painting work)
- Installing or moving the faucets in dishwashing and washing machines
- Removing or moving radiators
- Installing a separate air supply unit in the kitchen or washroom (not allowed to install in the building's own ventilation ducts)
- Installing new wirings for electrical appliances
- Moving or installing wall sockets
- Moving the antenna socket or installing an own antenna
- Making holes in bearing walls, floors and the ceiling (professional plans and permits needed)
- Alteration and maintenance work done to the building's ducts, plumbing and wiring
- Every work and installation done outside the apartment
- Building or removing a partition wall
- Replacing kitchen fittings (remember the water, sewage, air conditioning and electrical work associated with the work)
- Installing wardrobes and closets against an external wall
- Painting the outsides of the window frame with a different color tone

Here are some typical maintenance and alteration projects **that you can do or have done without notifying** the housing manager or the board:

- Painting and wallpapering dry rooms
- Installing closets against a wall that's not external
- Installing small hangers e.g. for paintings on the wall (excluding installations done in the washroom)

Notify your housing manager about every project except painting or wallpapering dry rooms. If you are not sure if you have to notify your manager or the board, make sure by contacting us.

Renovation notice

The apartment owner **must send a renovation notice to the housing manager in time and before starting the project** so that the manager can go over the project. The notice must have the appropriate information, so that the corporation and other apartment owners can make sure the work is done professionally, following all the regulations and a good method of construction and that the work doesn't cause any damage or disturbance.

You can find the renovation notice on our web page starting at 1.7.2010, but the form can also be ordered to you by mail. The renovation notice contains information about a good method of construction and the regulations dictated by the National Building Code of Finland. Plans of the work and e.g. how the constructor will take notice of the building's structures and air ventilation must be attached to the notice.

The apartment owner can't start working before the renovation notice is processed. The notice can be accepted, rejected or accepted under special conditions. According to the new housing corporation law, the apartment owner must take care of all the fees accompanying the processing of the renovation notice.

The corporation's right and responsibility to supervise maintenance and alteration work

The corporation has a right to supervise the maintenance or alteration work done by the apartment owner and make sure that it doesn't damage the building and the property, is done by a good method of construction and following the conditions set by the corporation or another apartment owner. The corporation must make sure that the supervision is sufficient and meets the needs of the corporation and other apartment owners. **The apartment owner doing maintenance or alteration work is responsible for the necessary and reasonable supervision fees.** (Housing corporation law chapter 4, 9 § and chapter 5, 7 §)

Documenting the maintenance and alteration work

According to the housing corporation law after 1.7.2010 the housing corporation is responsible for the documentation of the apartment owner's written renovation notices and obligated to store them and update the information to the house manager's certificate. The housing corporation is obligated to give information about done renovations to apartment owners against a monetary fee.

Summary for apartment owners doing maintenance and alteration work

- 1.) Have a renovation plan made or make one yourself.**
- 2.) Send a renovation notice form on our web page or order renovation instructions and a notice by phone and deliver it to your housing manager.**
- 3.) Don't start working before permission from your housing manager.**
- 4.) Talk with your housing corporation's representative (e.g. housing manager), how you'll supervise your work.**
- 5.) Have the work inspected by a representative of the housing corporation (an inspection fee applies)**