

Process of making maintenance and alteration work for the apartment owner

Notifying about the renovation

- When doing renovation work in the apartment, the owner must always notify the property manager (not including painting or wallpapering dry rooms)
- The notice must be given in writing
- **The renovation instructions and the renovation notice form can be found from our web page www.pamisoy.fi or you can order them by phone 03-447500**
- The housing corporation keeps a record of all made renovations
- The renovation notice must be given in time, so that appropriate supervision can be arranged.

Supervising the renovation

- The housing corporation's board has an obligation to supervise the maintenance and alteration work done by the apartment owner.
- The apartment owner is responsible for the fees caused by the supervision.
- A written inspection record of the supervision must be made and stored in the archives of the house managing agency.

Supervision service offered by Pamis

- The renovation notice is handled by the technical housing manager.
- The technical housing manager goes over the notice with the administrative housing manager.
- The technical housing manager and the apartment owner arrange a set of visitations and the technical housing manager makes a written inspection record for the housing corporation.
- The apartment owner will be billed for the inspections and the inspection record after the work is finished.
- The inspection record is stored in the archives of the house managing agency.
- A note of the renovation project will be included in the house manager's certificate.
- The prices are as follows (including VAT):
 - First visit 115,00 € / visit
 - Next visits 95,00 € / visit
 - Travel fees 5 € / visit in Tampere
10 € / visit in neighboring areas