

Departing tenant

Before you hand over the keys, please make sure that the next tenant has signed a rental agreement for the apartment in question! If this agreement is not immediately returned to the housing office and cleaning or repair work is ordered, the departing tenant will be responsible for the expenses and this agreement is invalid. The departing resident is responsible for the payment of rent until the end of tenancy. AYY may use the deposit or part of it for repair costs caused by the departing tenant.

Uusi asukas

By signing the key transfer agreement, the new resident accepts the condition of the apartment and takes possession of the apartment and the keys. If the new tenant does not accept the condition of the apartment before the departing tenant's lease expires, the tenant should neither accept the apartment nor sign the agreement! The new tenant agrees to keep in one's possession the keys listed in this agreement. If the key is lost, the tenant must immediately contact AYY's office and compensate for the lost key (in 2012: EUR 35.00/pc). The keys will be returned to AYY when the tenancy expires.

Apartment address

Departing tenant

New tenant

Apartment keys	pcs	Security lock keys	pcs
Other keys	pcs	Door code	
Key number, if any			

Please note: with this form, the new tenant ACCEPTS and RECEIVES the apartment in the condition in which the apartment is when this agreement is signed.

This form must be signed and submitted to AYY's Housing Office no later than 12noon on the moving date of the new rental agreement. The departing tenant should deliver this form. In problem situations, the departing tenant is responsible for all expenses if this agreement is not delivered correctly.

Date and signatures

Place and date

Key handed over by

Key received by