

Key handover agreement

Three copies of this agreement will be made: one for the person moving in, one for the person moving out and one for the maintenance company. **The person moving out must provide the customer service of the maintenance company with a signed agreement** after the keys have been handed over but not later than the final date of the lease agreement or, if this date is on a public holiday, the following business day.

The new resident must be able to trust that no keys have been given to unauthorised parties. A new lock will be installed in the apartment if information about the keys is not available, all keys have not been returned or the returned keys include copies made by the resident. The resident moving out will be liable for the costs incurred by the installation work. The new resident must visit the maintenance company in person to indicate that they have received the keys within three business days.

Both parties must pay close attention to entering accurate information in this agreement. The agreement must be retained until your lease agreement has been terminated and the property manager has verified that all keys have been returned upon moving out.

Street address, apartment, postal code and location

On this date, I have handed over or received the following number of keys as specified in a lease agreement:

_____ apartment keys and _____ keys to the common areas of the property

Additional keys: _____ number of _____ keys
_____ number of _____ keys

☒ All keys handed over are original keys as specified in the lease agreement or copies of these keys created with the permission of the lessor's representative. The key includes the text Abloy and a serial number.

☐ The keys include copies created by the resident. These keys include the text OVIA, EDGE or something else. The number of these keys is _____

New resident: Visit the maintenance company in person to show all the keys you have received within three business days. Leave the keys that are not included in the register to the customer service. If you need additional keys, ask the maintenance copy to request these. In most cases, apartments with 1–2 rooms have 3 keys to the apartment and apartments with 3 or more rooms have 5 keys. All apartments are assigned one key to the common areas of the property.

Place	Date
Person handing over the keys, resident moving out	
Name	Date of birth
Signature	
Recipient of the keys, new resident	
Name	Date of birth
Signature	

To be filled in by the property maintenance company or M2 customer service

Date of receipt	Signature and name in block letters of the recipient of the notification
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Kiinteistö Oy M2-Kodit

Pitkäsillanranta 3 A, 7th floor, 00530 Helsinki
m2.asiakaspalvelu@ysaatio.fi, +358 (0)9 7742 5500, www.m2kodit.fi
Business ID: 1839043-0