



## INSTRUCTIONS FOR PREPARING A RENOVATION NOTIFICATION

### Submit your notification on renovation or alteration work in good time

Are you thinking about renovating your kitchen or bathroom? Would you like to change the layout of your rooms, knock down or add a wall? Or perhaps just update the flooring? Good for you.

Before a shareholder can start any significant renovation work, the housing company must approve a notification on the alteration work. Such a duty to notify only applies to larger renovations. Smaller renovations of surfaces, such as painting, wallpapering and installing a few cabinets do not require permission. So go ahead with your ideas for interior decoration.

A notification on alteration work is made so that the housing company administration are aware of the alterations to be made in the building and will be able to inspect any issues falling under their responsibility during the refurbishment. This will ensure that the value of shared property will be retained. The duty to notify is based on the Limited Liability Housing Companies Act.

A notification on alteration work must be submitted at the latest one month prior to the planned start of renovation work, in order to have enough time to process the matter, so that the start of the renovation is not delayed. The more carefully you fill in the notification, the quicker it can be processed. We will send you a notification as soon as your matter has been processed and you are allowed to start your renovation. It is also a good idea to inform your neighbours of any inconvenience related to the renovation. We hope your renovation goes smoothly!

### Submit your renovation notification in the Order & notify service

A notification on a renovation is submitted using an electronic notification form accessible via Emännöintitoimisto Aamu's website in the Order & notify service at <https://aamu.io/en/ilmoita-remontista/>

We will respond to a renovation notification submitted by a shareholder within a month by sending a response message to the shareholder's email address. After consent for the work has been granted, the information on the alteration work along with any appendices shall be stored in electronic format in the housing company's register on alteration work. Reports on maintenance and alteration work performed on an apartment may be printed out later, for example, as an appendix to a building manager's certificate.

**The following renovation and alteration work require approval of the renovation notification prior to commencement of renovation work:**

- installation of hardwood or laminate flooring in place of a vinyl floor material
- renovation, construction or removal of toilet, bathroom or sauna facilities
- replacement of kitchen sink base cabinets
- installation of a dishwasher or washing machine in the kitchen
- replacement of a tap or toilet bowl
- removal of a tap; work requiring the water supply to be turned off
- installation and removal of fixed electrical wiring.
- installation, alteration or removal of equipment related to sewer, water-supply, electrical, heating or ventilation systems: radiator or underfloor heating included in the heating system, integrated hob, cooker hood or an extractor connected to the ventilation system, boiler
- replacement of balcony floor covering which may affect waterproofing
- alterations in load-bearing interior walls
- alterations in exterior doors, such as installation of a door viewer or an additional security lock
- dismantling, moving or reconstructing of light partition walls, if electrical or other wiring is routed inside the walls.

**Seuraavat remontit tai muutostyöt eivät vaadi remontti-ilmoituksen tekemistä:**

- wallpapering and painting
- hanging paintings on walls
- replacement of upper kitchen cabinets, if the work will not affect ventilation ducting
- installation of a washing machine in a space equipped with a floor drain, if a water supply tap exists
- construction of a suspended ceiling, if it does not affect ventilation ducting or electrical wiring
- construction or removal of permanent fixtures, such as entrance hall cabinets or wardrobe cabinetry
- installation, alteration or removal of other equipment than those related to the sewer, water-supply, electrical, heating or ventilation systems: refrigerator or freezer, microwave oven, cooker extractor (such as a model utilising activated charcoal and not integrated in the ventilation system)
- removal of interior doors
- replacement of old hardwood floors with a new wooden floor of the same type

Please note that your housing company's Board of Directors may require that a person be appointed to supervise the shareholder's maintenance or alteration work, and the shareholder performing the maintenance or alteration work will be charged for the costs of such supervision.

If you have any queries or need further information, please contact us. We will be happy to answer any questions you may have!

With kind regards,



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Service Master



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