

LUMI  KODUD

HOUSE RULES



At Lumi Kodud, a set of house rules is in place, while still allowing you sufficient flexibility to organize your life and make plans. We take care of daily property management, leaving you free to focus on what matters most to you.

As a new resident of Lumi Kodud, we kindly ask you to familiarize yourself with these house rules to ensure you feel as comfortable as possible in your home. We have compiled as much important information as possible. If you do not find the information you need or wish to clarify anything, please do not hesitate to contact the Lumi Kodud team.

House rules last updated: 01.10.2024

An essential part of the house rules is the Home Maintenance Guide – please review it thoroughly.

You can find the Home Maintenance Guide here: www.lumikodud.ee/en/how-to-rent/house-rules/

Please note that violations of the house rules may result in warnings and additional costs. Repeated or serious violations may lead to the immediate termination of the contract.

Phone: (+372) 56 471 767
Email: info@lumikodud.ee
www.lumikodud.ee



HAPPY MOMENTS IN YOUR
NEW HOME!
LUMI KODUD TEAM

TABLE OF CONTENTS

EMERGENCY CONTACTS	4
RENT AND ADDITIONAL COSTS	4
INSURANCE COVER	4
INTERNET AND TV	5
WASTE MANAGEMENT.....	5
REGISTRATION OF RESIDENCY.....	5
STAIRWELL.....	5
KEYS	6
HOME FURNISHING	6
HOME SECURITY	6
HOME MAINTENANCE	7
CONSIDERING NEIGHBORS	7
APARTMENT VISITS.....	8
PETS	8
RENOVATIONS, REPAIRS, NORMAL WEAR AND TEAR.....	8
SMOKING	9
WATER AND ENERGY CONSERVATION	9
BALCONY/TERRACE.....	9
PARKING.....	10
ELECTRIC CAR CHARGERS.....	10
STORAGE ROOMS	10
BICYCLE AND BUGGY PARK.....	11
MOVING OUT	11

EMERGENCY CONTACTS

You can quickly reach Lumi Kodud by phone at (+372) 56 471 767 or by email at: info@lumikodud.ee (We respond Monday to Friday, 9:00 a.m. to 5:00 p.m.).

Outside of working hours, assistance is available from emergency contacts listed on the website: <https://www.lumikodud.ee/en/contact/>

RENT AND ADDITIONAL COSTS

Rent is the agreed monthly fee for using the apartment. The principles for paying rent are specified in the rental agreement. Lumi Kodud's monthly rent bill includes rent for the apartment, fixed and variable surcharges and costs for ordered additional services.

Fixed surcharges are fees and expenses related to maintenance, administration and utility services as well as other services provided by the landlord or a third party associated with the use of the apartment, property, and building (including heating, waste disposal) as well as costs related to the upkeep, maintenance and administration of the property, building and apartment (including heating, electricity, and cleaning costs for common areas), property-related taxes and encumbrances (including land tax), and costs incurred by the landlord for insuring the building, which are not variable surcharges. Fixed surcharges constitute a service package, and these costs cannot be itemized separately on the bill.

Variable surcharges are fees and expenses for water, electricity, and sewage services consumed in the apartment, based on meter readings and the rates set by service providers, including prices established by the landlord when Lumi Kodud is the service provider (for example, in the case of self-produced electricity supply and sales).

INSURANCE COVER

Even for a rental home, insurance is very important. We strongly recommend all tenants to sign an insurance contract for both the protection of their personal belongings (including items stored in the bike room and storage unit) and liability insurance (which helps cover damages accidentally caused by you or your family members to others – for example, a forgotten bathtub tap or children's drawings on the kitchen furniture).

Lumi Kodud is not responsible for the destruction or damage of the tenant's property (except in cases where the property is destroyed or damaged due to the intentional misconduct of Lumi Kodud).

In the event of damage caused to the tenant by another tenant or a third party (including damage from other rental units, theft, etc.), the tenant must claim compensation directly from the person who caused the damage.

INTERNET AND TV

Lumi Kodud provides internet and TV solutions from Telia, Elisa, and STV. If you wish to subscribe to the service, please contact the service provider's customer service directly.

WASTE MANAGEMENT

Lumi Kodud supports waste sorting, recycling, and reducing excessive consumption. By sorting carefully, you ensure that waste is handled in the most environmentally friendly way possible.

Bulky waste (including old furniture and packaging) and hazardous waste, such as chemicals, batteries, expired medications, and electronic devices, must be collected separately and taken to waste collection points.

You can find detailed instructions for waste sorting and disposal at: <https://www.tallinn.ee/et/jaatmed/liigiti-kogumine>

For additional questions, please consult the Lumi Kodud team.

REGISTRATION OF RESIDENCY

You may register the address of your place of residence in the population register, which allows you to access all the benefits and discounts available to Tallinn residents, apply for kindergarten or school placements for your children, participate in elections, etc. Registration must be completed within the legally designated time frame from the time you move into your new place of residence.

For more detailed information, please visit:

<https://www.tallinn.ee/et/teenused/elukoha-aadressi-muutmise-rahvastikuregistris>

An adult family member can also register the address of the place of residence for minor children.

STAIRWELL

Storing any items in corridors and stairwells is prohibited for fire safety reasons. This rule also applies to strollers, bicycles, sleds, and similar items. The Lumi Kodud team has the right to remove such items.

To rent a paid space (in the storage room, bike storage, or stroller storage), please contact the Lumi Kodud team.

KEYS

Lumi Kodud uses innovative iLOQ locks. Depending on the settings, the same key can be used to unlock the building's main entrance, the apartment door, storage room, bike storage, stroller storage, and the waste shed. For questions regarding access, such as adding accesses and making additional keys, please contact the Lumi Kodud team.

Use the iLOQ key only for its intended purpose to open iLOQ locks. Any other use may damage the key, rendering it inoperable.

Instructions for the use of the iLOQ key can be found in the Home Maintenance Guide.

HOME FURNISHING

For your convenience, we have partially furnished the apartment. Integrated furniture is available, including necessary appliances (refrigerator with freezer, integrated stove, oven, kitchen hood, dishwasher, and washing machine, wardrobe in the hallway and one bedroom). Modifying the integrated furniture, lighting and other furnishings installed by Lumi Kodud is only permitted with the written consent of the Lumi Kodud team. You can furnish the rest of the apartment with furniture of your choice.

To protect the walls from scratches and dirt caused by furniture, ensure that there is at least a couple of centimeters of free space between the furniture and the wall when arranging it.

HOME SECURITY

When moving into the building, please familiarize yourself with the evacuation route to ensure a quick exit in case of an emergency.

Review emergency guidelines with your family. The most important thing is to try to save people in danger, report the incident, and guide the arriving rescue team. **The general emergency number is 112.** Please also inform the Lumi Kodud team about the incident.

To ensure home security, regularly check the maintenance of electrical appliances. Faulty, improperly used, or inadequately repaired electrical appliances can pose a danger to the user's safety. Independent electrical work is not allowed. If you need to perform more complex electrical work, such as replacing plugs or switches, please contact the Lumi Kodud team.

The apartment complies with the fire safety requirements established by law. We recommend that residents also obtain basic fire extinguishing equipment for their home, such as a small foam extinguisher or fire blanket. Caution should be exercised when handling fire to avoid potential emergencies.

Smoke detectors have been installed in all apartments. It is the responsibility of the resident to regularly check their functionality and replace batteries when necessary (the detector will beep when batteries need changing).

Parking is allowed only in designated parking spots; vehicles parked elsewhere may obstruct the rescue team's access to the building.

No items should be left in the stairwell or walkways.

When leaving home, make sure to turn off the stove, washing machine, dishwasher, iron, and other similar appliances. Outdoor devices are not permitted to be powered from indoor and common area (including stairwell) outlets. For extended absences from the apartment (e.g., holidays), we recommend unplugging electrical cords from outlets.

To prevent theft, ensure that doors are locked. If you lose your key, contact the Lumi Kodud team immediately.

If you suspect that criminal activities are occurring in any apartment, please report this to the police and the Lumi Kodud team.

HOME MAINTENANCE

Regular cleaning and maintenance of the apartment is the responsibility of the tenant, which helps to ensure healthy living conditions, good indoor air quality, and the preservation of the apartment's furnishings.

Cleaning the home is easy with high quality cleaning supplies; avoid excessive water and strong or abrasive cleaning agents that may damage surfaces.

You can also order cleaning services. You can obtain more information about this from the Lumi Kodud team.

It is also essential to ensure adequate ventilation and proper heating in the home – this keeps the air clean and the moisture level correct, which is important for both the residents' health and the preservation of the property.

Please be sure to review the Home Maintenance Guide and the table of responsibilities related to the maintenance of the rental property at the end of the guide.

CONSIDERING NEIGHBORS

You can receive guests at any time convenient for you, but please make sure that they do not disturb the peace of other residents and neighbors.

According to Tallinn's rules of public order, quiet hours are **from 11:00 p.m. to 7:00 a.m.** every day. The exceptions are the nights of December 31st to January 1st and June 23rd to 24th, during which quiet hours do not apply.

Please report any disturbances to the police immediately and later to the Lumi Kodud team.

APARTMENT VISITS

The landlord has the right to visit the apartment, notifying the tenant a reasonable time in advance. More specific circumstances are described in the rental agreement.

PETS

Well-behaved pets are welcome at Lumi Kodud. Each pet owner must ensure that their pet is happy while living at Lumi Kodud and clean up after them. When walking your pet outside, you must also clean up and ensure that the animal does not urinate on the facade, plants, or terraces. Additionally, ensure that the pet does not endanger other residents or disturb neighbors.

For more information, visit Tallinn's pet portal: <https://www.tallinn.ee/est/lemmikloom/>

RENOVATIONS, REPAIRS, NORMAL WEAR AND TEAR

Every residence occasionally needs refreshing, whether due to normal wear and tear or a desire to bring new life into the home.

Residents of Lumi Kodud can request repair work from the Lumi Kodud team, whose professional partners can provide suitable solutions. For larger and more complex renovations, we will provide a quote. Renovating the apartment (for example, adding or removing partition walls, etc.) is not allowed.

Independent modifications (e.g., drilling holes in the walls, painting walls, etc.) must be approved by the Lumi Kodud team in writing in advance, and the resident agrees to restore the original condition at the end of the rental period.

To maintain the good appearance of floors, ensure that protective pads are placed under the legs of movable and free-standing furniture.

Normal wear and tear refers to the ordinary deterioration of the apartment and furnishings that occurs due to their intended use. In case of normal wear and tear, the tenant is responsible for maintaining all the appliances and other parts of the apartment according to the instructions. Lumi Kodud covers the costs of normal wear and tear.

Normal wear and tear does not include deterioration, defects, and associated damage resulting from misuse of the apartment and furniture. Any costs incurred from misuse must be paid by the end of the rental period. Additionally, the tenant must pay for any damage caused intentionally or unintentionally to the property, furniture, appliances, and other parts of the apartment. Such damages may include placing a hot pan directly on the kitchen countertop, damaging the floor with the wheels of an office chair, and damage to furnishings and furniture by pets or children. Damages to the walls, floors, ceilings, windows, doors, and other parts of the apartment due to dirt, dents, holes, etc. are also included.

Lumi Kodud must be notified immediately (within a maximum of 3 days) of any damage to the furnishings installed by Lumi Kodud or any incidents involving the apartment (e.g. a broken sink, damaged wall or floor, or integrated furniture). If the incident is not reported within the specified time, the right to claim restoration costs from Lumi Kodud is forfeited. If the price list does not reference a specific item, the tenant is responsible for the incurred damage according to restoration costs.

SMOKING

Lumi Kodud is completely smoke-free. Smoking is prohibited in the building (including on balconies, inside apartments, common areas) and throughout the whole property (including electronic cigarettes). Smoking is only permitted in designated areas in the yard/parking lot of the building.

WATER AND ENERGY CONSERVATION

Lumi Kodud is designed with environmental awareness in mind at all stages of apartment design, construction and use. As a resident of Lumi Kodud, you can also act sustainably and save energy by regularly checking and cleaning home appliances and turning off unnecessary electrical devices and lights.

We recommend adjusting indoor temperature to 21–23 degrees Celsius and avoiding keeping windows open unnecessarily during the heating season.

You can reduce water consumption by not letting water run unnecessarily in the kitchen or washroom, washing a full load of laundry or dishes at once, and using special washing programs for half loads when necessary.

If there are issues or leaks in water pressure, temperature, tap functionality, or toilets, please contact the Lumi Kodud team.

BALCONY/TERRACE

You may decorate the balcony and terrace with plants, but please make sure that flowerpots are placed inward from the railing. Feeding birds or animals and throwing items off the balcony/terrace is not allowed.

To ensure fire safety, smoking, grilling, and handling open flames on balconies and terraces are prohibited.

Enclosing balconies is not permitted at Lumi Kodud.

PARKING

To rent a parking space designated for residents, please contact the Lumi Kodud team; you can find the price in the price list - <https://www.lumikodud.ee/en/how-to-rent/additional-services/>

There are separate designated parking spaces for visitors, and visitors can access the parking lot via the Snabb app. Detailed instructions can be found on a sign at the barrier.

Improperly parked vehicles may be towed by Lumi Kodud, and Snabb reserves the right to impose fines.

Designated charging spaces are also available for electric cars.

It is not permitted to store items other than motor vehicles in the parking space.

ELECTRIC CAR CHARGERS

Lumi Kodud has special parking spaces with electric car charging facilities.

These cannot be rented personally and are freely accessible to all residents and visitors. Parking at the electric car charging space is only allowed during charging. Once the car is charged and the charger is disconnected, the car must be parked in another designated parking space (either a personal parking space or visitor parking).

To charge, scan the QR code on the charger; payment is made after charging.

You can read more about it here: <https://vonktech.com/>

NOTE: electric cars can only be charged in the designated areas. Connecting an electric car using an extension cord to indoor, common area, or outdoor outlets is strictly prohibited.

STORAGE ROOMS

To rent a storage room, please contact the Lumi Kodud team; you can find the price in the price list - <https://www.lumikodud.ee/en/how-to-rent/additional-services/>

It is not recommended to store valuable items in the storage room. According to fire safety regulations, storing flammable liquids, gases, or explosive substances in the storage room is also prohibited.

Ensure that items are not placed too tightly against the walls – to avoid excess moisture and mold, free airflow between items must be ensured.

To prevent break-ins and theft, please secure the storage room with a strong padlock you have purchased.

BICYCLE AND BUGGY PARK

To rent a space in the bicycle or stroller storage, please contact the Lumi Kodud team; you can find the price in the price list - <https://www.lumikodud.ee/en/how-to-rent/additional-services/>

Although it is a locked area, we still recommend locking bikes and strollers separately.

Storing other personal belongings (including sleds) in the bicycle and buggy park room is not allowed. A storage room is available for this purpose.

MOVING OUT

If you plan to change apartments, be sure to check out other apartments offered by Lumi Kodud and inform the Lumi Kodud team of your intention to move at least two (2) months before the desired contract termination date.

After sending the termination notice, a representative from Lumi Kodud will conduct a preliminary inspection of the apartment with the client at the agreed time, during which costs unrelated to normal wear and tear of the apartment will be documented. The same inspection will check if the apartment is in the condition specified in the original handover report, including checking for defects or additions, whether the additions have been approved by the Lumi Kodud team, and whether the additions need to be removed at the end of the rental period.

After sending the termination notice, the tenant is required to show the apartment to interested parties. A suitable time will be agreed upon. If you cannot find a suitable time, the Lumi Kodud representative has the right to show the apartment to potential tenants, giving at least 7 days' notice.

A thorough cleaning of the apartment is required by the tenant. The final cleaning upon moving out includes:

- Removing all furniture and items belonging to the resident from the apartment;
- Sweeping and cleaning floors and baseboards with detergent, removing any stains;
- Thoroughly cleaning all integrated cabinets, shelves, storage systems, etc.;
- Thoroughly cleaning the stove and oven;
- Washing the stove hood and its grease filters;
- Thoroughly cleaning the dishwasher;
- Emptying, defrosting, and thoroughly cleaning the refrigerator and freezer (leave the doors of the refrigeration appliances open and turn off the power);
- Thoroughly cleaning the bathrooms;
- Thoroughly cleaning the washing machine (including cleaning the seal, filter, and detergent drawer);
- Thoroughly cleaning the toilet, sink, shower area (and bath) with detergent;

- Cleaning the bathroom trap;
- Removing any stains from doors, door frames, and walls (with a clean, damp cloth);
- Cleaning and drying windows inside and out (only on the inside in winter);
- Cleaning around ventilation openings (with a dry cloth);
- Ensuring proper ventilation (when leaving the apartment, close windows and balcony doors);
- If there is a balcony, cleaning and tidying it up (including washing the balcony railings/glass and the floor);
- If there is a storage room, emptying, cleaning, and removing the lock;

Please remember that the same waste management guidelines apply during the moving process as during your residence. Hazardous and bulky waste and furniture must be disposed of according to Tallinn's waste management rules. An invoice will be issued for additional waste collection costs incurred by the property, or this cost will be deducted from the security deposit. Items must not be left in the storage room and walkways.

A report will be compiled upon the final return of the apartment. If damages not considered normal wear and tear are discovered in the apartment and its furnishings during the inspection or if the apartment has not been cleaned to the required standard, Lumi Kodud will arrange for necessary additional cleaning and/or repairs and will invoice the tenant for the incurred additional costs. The valid price list can be found on the Lumi Kodud website. If the price list does not reference a specific item, the tenant is responsible for the incurred damage according to restoration costs.

When moving out of the apartment, terminate all contracts related to the apartment (TV, Internet, etc.), return the equipment, and notify service providers of the address change.

The new address must be added to the population register within 30 days of moving.

Keys will be returned to the Lumi Kodud team after the final cleaning is completed and when there are no further visits to the apartment.

The security deposit will be refunded to the tenant as soon as possible, but no later than two (2) months after the expiry of the contract, provided that no unusual wear and tear was discovered during the apartment inspection, all bills have been paid, the apartment has been cleaned properly, and all keys have been returned to the Lumi Kodud team.