

# Check list for when you are moving out

Your lease at Polaris Business Park is about to expire. We have listed a few things to keep in mind when moving. The most important contact details can be found on the last page.

## 1. Services that need to be cancelled separately

### To the manager

- Parking space and/or storage rental agreement if they are under a separate agreement
- Gym membership

### To Coor Service Management

- Reception service

### To partners

- Data communications agreement
- Company's own alert services and devices
- Mailing
- Cleaning
- Rented carpets and plants, leasing devices, etc.

## 2. Adapting spaces

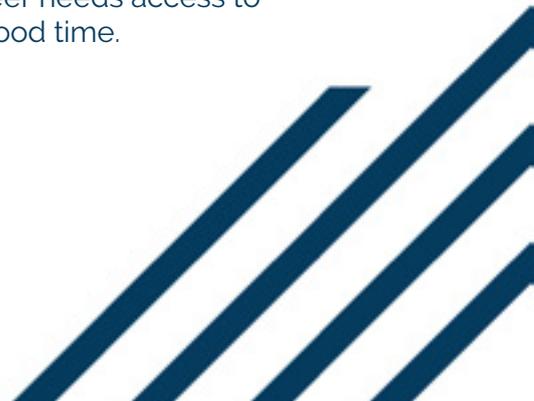
If you have made changes to the premises after signing your lease and there is no existing agreement on whether the premises should be left as they are or be returned to their original condition, contact the service manager in good time.

## 3. Security and alert service

You must remove your alarm systems and devices that monitor working hours and repair any traces left by their removal.

## 4. Data communications

The data communications agreement must be cancelled, active devices and wiring must be removed/taken down at the cross-connection point. If the engineer needs access to the cross-connection point, make sure you inform the reception in good time.



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### 5. Commercial signs and signposts

Signs in the lifts and reception are removed by the house. The tenant is responsible for removing door decals. The tenant is also liable for the costs of removing an illuminated advertisement.

### 6. Post

You need to submit a separate notification of change of address to Posti so that the mail is forwarded automatically to the new address.

### 7. Letterbox

The keys to a letterbox must be returned to the reception no later than on the moving day.

### 8. Moving day

You must inform the reception and/or service manager about your moving day in advance. If you plan to move outside of normal office hours, you must always discuss this separately with the service manager. The moving party must make sure that lift and floor surfaces are protected. Moving should not disproportionately disturb other users in the property. Entrance doors should not be held open without supervision. It is possible to make keycards for the removal company. In case you need extra keycards, you should notify the reception in advance.

### 9. Access control and keys

All the company's keys and keycards must be returned to the reception no later than on the moving day. A fee of EUR 30 per keycard will be charged for unreturned keycards.

### 10. Furniture

Any extra furniture can be offered to companies that sell office furniture (e.g. Kimeika, Kierrätyskeskus, Markkinointimasa, Tavarakellari). The excess furniture should not be left in the office premises or taken to the waste facilities.

### 11. Waste

If you accumulate more waste than normal during the removal, such as furniture, paper and folders, you should arrange a pickup or separate waste containers. The property is only responsible for waste management where waste is accumulated through normal activities.

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### 12. Final inspection

The space must be empty and clean at the time it is handed over to the lessor. Standard cleaning refers to cleaning of surfaces and possible waxing of floors. The removal of door decals and/or other marketing material, such as illuminated advertisement, is the tenant's responsibility.

The property representative will inspect the premises with a tenant's representative after the final cleaning.

### 14. Security deposit

In normal circumstances, the security deposit will be returned to the tenant one (1) month after the day the lease expires. If issues are detected during the inspection, the deposit will be returned after the tenant has fixed them.

### 15. Space viewing

Viewings can be arranged to present the premises to potential tenants even during your period of notice. Potential viewings will be scheduled separately. As long as there are tenant's possessions in the premises, we recommend you have a representative present at the viewings.

