

Legend:

red strikethrough: deleted section

underline: new, added section

violet sections: grounds for changes to facilitate decision-making, will not be part of the actual Housing Regulations

Aalto University Student Union

HOUSING REGULATIONS

Chapter I

General provisions

Section 1 Scope of application

In addition to provisions in the Act on Residential Leases 481/1995 (hereinafter referred to as “AHVL”), these regulations apply to apartments in ~~student~~ housing properties owned by the Aalto University Student Union (hereinafter referred to as “the Student Union”) as well as apartments owned and administered by its subsidiaries and associated companies.

- The word “student housing properties” has been replaced with “housing properties”, because AYY rents apartments not only for students (Aalto and AYY employees).

Section 2 Bodies

Administrative bodies in residential properties are determined by the administrative regulations for the halls of residence.

Section 3 Housing Office

~~The Housing Office directed by the head of the Financial Office is responsible for housing-related practicalities.~~ The Housing Office is responsible for housing-related practicalities. The housing services are headed by the Service Manager.

- The structure of the organization has changed, and the housing services are no longer headed by the head of the Financial Office.

Chapter II

Housing applications

Section 4 Housing types and housing queues

Housing type refers to shared apartments, studios in shared apartments, studios, two-room apartments, shared two-room apartments, three-room apartments and apartments with more than three rooms.

A housing group collects the housing queues from a certain area and a certain housing type, e.g. shared apartments in Teekkarikylä or studios in Etu-Töölö.

Housing ~~queues~~ groups are formed based on housing types and the location of apartments. Valid housing ~~queues~~ groups are determined by the Housing Committee.

- Added shared two-room apartments, because this new housing type was created after the renovation. Added the definition of housing groups. The old regulations misleadingly mention housing queues, the term housing queues have been difficult to understand.

Section 5 Tenants and the right to apply for housing

Student Union members and employees have the right to apply for apartments that are directly or indirectly administered by the Student Union and to receive an apartment in accordance with the criteria confirmed by the Representative Council as provided in these regulations.

If the Housing Office decides to make a certain housing group available for everyone due to the lack of applicants or because of some other reason specified by the Housing Office, everyone can apply for the apartments in that housing group. However, AYY rents apartments primarily to students, favoring members of the Student Union.

~~Family and friends agreements are made for apartments with more than one room. Family agreements are made for apartments which are used as family apartments and where at least one member of the Student Union is living.~~ The applicant may apply alone for shared apartments, studios and studios in shared apartments. Friend agreements can be made for two-room apartments, shared two-room apartments, three-room apartments and four-room apartments. Family agreements can be made for the same apartment types as friend agreements, but also for studios and studios in shared apartments. Family agreements are made for apartments that are used as family apartments and that have at least one tenant who is a member of the Student Union. Friend agreements are made for apartments where two or more student union members live together without forming a family.

In shared apartments, studios in shared apartments and studios, the tenant has to be a member or employee of the Student Union. In apartments rented as family apartments, at least one tenant must be a member or employee of the Student Union. All tenants must be members of the Student

Union in apartments covered by a friend agreement. The Housing Committee can make exceptions to the above-mentioned criteria for very serious reasons.

- Added chapter regarding apartments open for everyone, because there are apartments especially in Eastern Helsinki that do not have AYY members as applicants. Specified what kind of apartments can be applied for alone and how living in a family apartment is different from living in a friend apartment. At present, the distinction between family and friend apartments has been unclear, because “family” has not been defined in any way.

Section 6 Housing application

Housing applications are submitted through an electronic application form in a specific web application. The application form corresponds to the current valid decision of the Finnish Ministry of the Environment on the format of housing applications or to other official instructions where applicable. ~~A housing application must be made in writing. In special cases, an applicant must submit certain documents to the Housing Office to support one’s application.~~ The necessary appendices should be attached to the electronic application form.

Housing applications are accepted throughout the year. ~~The application period for the first-year students usually begins as soon as their place of study has been confirmed.~~ The Housing Committee may set an abnormal application period for some housing queues. ~~The Housing Committee determines the deadline for the application period of first-year students if the applicant wishes to receive the additional score for the first-year students.~~ First-year graduate students can apply for an apartment immediately after accepting their study place at Aalto University. Exchange students can apply for an apartment immediately after proving that they have applied for or received an exchange study place at Aalto University.

~~First-year students must pay Aalto University Student Union’s membership fee during the registration period set by Aalto University or they will be removed from the housing queue after the end of the registration period. All~~ students must pay the Aalto University Student Union’s membership fee during the registration period set by Aalto University, or they will be removed from the housing queue after the end of the registration period. An exception to this are the statutory cases of non-attendance defined in Section 17, in which cases an applicant may continue to queue for an apartment during their non-attendance.

In order to maintain their position in the housing queue, applicants must renew their applications every ~~six (6)~~ three (3) months. ~~Applicants are also obliged to notify the Housing Office immediately if they wish to withdraw their application.~~ The applicant has the right to leave the queue at any time by cancelling their application or by removing apartments from their application. The applicant can submit a new application for a new location if they wish to do so, which is placed in the application queue of the location in question, based on the date and scoring of the application. ~~The applicant has the right to leave the queue at any time by cancelling one’s application.~~ The applicant is obliged to keep the information in their application up-to-date and to notify the Housing Office immediately of any changes related to the application.

The applicant may apply for apartments in several housing queues at the same time.

~~Housing applications of applicants with the right of residence~~ The applicants' housing applications are placed in housing queues in the application order, with the exceptions found in the scoring instructions for housing applications.

If the applicant is offered an apartment, their application is removed ~~from the housing queue in question~~ from all housing groups. If the applicant approves the housing offer, the applicant's applications are removed from all housing queues. However, the applicant may restore two (2) optional housing applications to the housing queue, as long as the Housing Office is informed about this within one (1) month from the acceptance of the housing offer. ~~After the acceptance, rejection or expiration of a housing offer, the applicant may return their application to three (3) housing groups (chosen freely by the applicant), as long as they inform the Housing Office of this within one (1) month. The apartment application cannot be returned to the housing group that the offer pertained to.~~

- Clarified the instructions regarding appendices because of Domo – appendices should be attached to the electronic application form.
- Clarified the application times. Removed entry concerning the last possible date of applying for an apartment because the application period is continuous. Added clarification of the application process for exchange students: they can apply for an apartment already before the official approval.
- All students must pay the Student Union membership fee at the same time. The time of payment only for first-year students was defined in the old regulations. Added the possibility of removing a person from a housing queue if they have not paid their membership fee by the due date, because applicants who are not members of the Student Union but who still apply for or receive an apartment cause additional work for the Housing Office.
- The validity period of the applications has been changed from six months to three months. Six months' validity distorts the housing queues: people's housing needs often change in a shorter period of time than this, which leads to outdated applications in the housing queues. As a result, many housing offers are turned down or they expire, which also leads to empty apartments, i.e. apartments cannot be offered to those who are in need of them. Empty apartments cause financial losses for the Student Union, which also affects the rent level in the long run. For example, in late autumn, there are hundreds of applications in the shared apartment queues by exchange students that are not up-to-date because the student has already received an apartment but has not removed or updated their application. Exchange students' rights of residence also often expire before their application for an apartment does. At the same time, the queues are full of people in urgent need of housing who are at the end of the queue and thus do not receive a housing offer.
- Removed "Housing applications of applicants with the right of residence" from the beginning of the sentence because the sentence was awkward and the specification was not needed.
- Limited the number of applications that can be returned. Previously, when a housing offer was rejected or it expired, all applications (except for the housing group that the housing offer pertained to) were returned automatically to the queues. This automatic returning distorts the queues, as returning the application does not require the applicant to update their application, which leads to outdated applications in the queues. After accepting a housing offer, the applicant was able to return two housing groups to the housing queues.

Under the old regulations, a person accepting a housing offer was essentially punished for accepting the offer, while rejecting an offer or letting it expire allowed the applicant to continue queuing for all housing groups (except for the one that the offer pertained to).

- By limiting the number of applications that can be returned, we are trying to make the housing queues as up-to-date as possible: it is unintuitive that applicants can reject an unlimited number of housing offers, when applicants can determine apartment-specifically what apartments they want to apply for in Domo. It is possible to determine what apartments to apply for in Domo apartment-specifically, meaning that the applicant does not have to apply for all apartments. The assumption is thus that applicants only apply for apartments that they are ready to accept, and thus there should be no “needless” housing offers that do not match the applicant's housing needs. This means that it is not sensible to apply for all apartments in Domo, and then reject the housing offers and wait for an offer from one of the other housing groups - the rejection and expiration of housing offers lead to empty apartments and financial losses.

Chapter III

Selection of tenants

Section 7 Selection criteria

The selection of residents is based on the tenant selection criteria defined by the Council of State. The criteria are taken into account according to these regulations.

Section 8 Exceptions to the application process

When confirming the apartment allocation criteria, the Student Union has the right to make exceptions in special cases to the housing application process and the allocation order determined by ARA's tenant selection guide.

When confirming the housing allocation criteria, the Student Union has the right to decide to rent apartments also to persons who are not members of the Student Union.

If there are no suitable tenants among the Student Union members with a right of residence, the Housing Office can rent the apartment to any graduate student or student, favoring members of the Student Union. In these cases, the tenant is granted three (3) years' right of residence for the apartment in question.

Section 9 Notification of tenant selection

~~The Housing Office must immediately inform the applicants about the housing allocation and tenant selection decisions in writing by email or by mail upon request.~~ Housing offers are made in a dedicated web application, and notice of the offer is sent to the applicant also via e-mail. ~~The applicant must accept the housing offer within four~~

~~(4) days of the provided offer.~~ The housing offer is valid for four (4) days from its delivery. If necessary, the Housing Office has the right to specify an exceptional time limit for accepting the housing offer.

- Removed the possibility of sending a housing offer by post. Housing offers are sent through the Domo web application. The housing offer is valid for 4 days, and the applicant does not have to accept it; changed the wording because of this.

Section 10 Waiting period due to receiving an apartment

When the applicant accepts AYY's apartment offer, they are not offered a new AYY apartment from the same housing ~~queue~~ group before the tenancy has lasted for at least six (6) months. In addition, when the applicant accepts AYY's apartment offer, they are not offered any new AYY's apartments before the tenancy has lasted for at least two (2) months.

The Housing Committee can make exceptions to the waiting period for serious reasons.

Chapter IV

General provisions concerning tenancy

Section 11 Right of residence

The right of residence to apartments directly or indirectly owned and/or administered by the Student Union (hereinafter referred to as "Student Union's apartment" and "apartment") applies to Student Union members with a need for housing, with the exceptions mentioned in Section 5 taken into account. The right of residence requires studying and is therefore of a temporary nature. If there are any wealth conditions or other conditions required by current legislation or any other similar decrees concerning the housing, the right of residence is subject to the fulfillment of these conditions. The fulfillment of the right of residence is resolved based on the information provided in the application form and its attachments, any additional clarifications, as well as the accumulation of the applicant's credits.

The maximum duration of the right of residence in a Student Union apartment is five (5) years for students accepted to study in Aalto University's bachelor's and master's degree programs, and the maximum duration of the right of residence is two (2) years for students accepted to study in a master's degree program only, including the notice period in accordance with AHVL. ~~The duration of the right of residence is extended by two (2) years for families with children.~~ The duration of the right of residence for applicants with children can be extended by a maximum of two (2) years. The maximum duration of the right of residence for apartments open to all is three (3) years at a time from the beginning of the rental agreement. If the applicant is a member of AYY and the duration of their right of residence is longer than this, the longer right of residence will be used.

The right of residence for Aalto University degree students studying outside the Helsinki metropolitan area is calculated in the same way as the right of residence for students doing their bachelor's and master's degrees or just their master's degree in the Helsinki metropolitan area.

When a member of the Student Union graduates from a master's degree program or discontinues their full-time studies, their right of residence is terminated, regardless of how long they have lived in Student Union apartments altogether.

Doctoral students do not have a right of residence for AYY's apartments. If a member of the Student Union is accepted to undertake a licentiate or doctoral degree at Aalto University and is a member of the Student Union when undertaking the licentiate or doctoral degree, their right of residence may be extended by decision of the Housing Committee until the original right of residence has been used up.

The right of residence period is calculated from the beginning of the academic term during which the Student Union member begins their studies at Aalto University for the first time. The right of residence decreases regardless of whether one lives in a Student Union apartment or not. The right of residence period ends after the fifth study year for students accepted to study in Aalto University's bachelor's and master's degree programs, and after the second year for students accepted to study in a master's degree program only.

The right of residence does not decrease if the person does not live in a Student Union apartment and has registered for non-attendance at Aalto University. The right of residence does not decrease also during the period when the person is employed by the Student Union.

~~Upon request, the Housing Committee may decide to extend the right of residence of a person who has acted as a member of the Student Union Board by one (1) year.~~ Upon request, the Housing Committee may decide to extend the right of residence of a person who has acted as a member of the Student Union Board by a maximum of one (1) year per Board term. If the person has a valid right of residence, the valid right of residence is extended by one year. If the person no longer has a valid right of residence when they start their term in the Student Union Board, one year will be added to their right of residence starting from the January when they start their term in the Student Union Board.

Upon request, a tenant may be granted a maximum of one (1) year extension to their right of residence by decision of the Housing Committee due to an illness that has clearly slowed down their

studies (medical certificate to be provided) or for other serious reasons. The decision to grant the extension due health-related reasons can also be made by the Housing Office if the applicant has submitted a relevant medical certificate that clearly shows how their state of health has hindered the progress of their studies. A person's right of residence can be extended due to health reasons also in situations where the person's original right of residence has already expired.

- The right of residence is personal, not family-specific, i.e. children extend the right of residence for both parents. Also added the duration of the right of residence in apartments open to all.
- The duration of the right of residence for students in Mikkeli has been added to the Housing Regulations, as it was missing from the previous version. In the future, due to the cooperation with FITECH etc., Aalto students may also study elsewhere than in the Helsinki metropolitan area or in Mikkeli -> therefore the wording "studying outside the Helsinki metropolitan area". Students usually move from Mikkeli to Helsinki after completing their bachelor's degree, and the students usually start their studies in the Helsinki metropolitan area in the autumn semester. Students usually complete their bachelor's degree in Mikkeli in 2.5 years (incl. compulsory exchange). In addition, students in Mikkeli have the opportunity to start their master's studies in the Helsinki metropolitan area already before completing their bachelor's degree, so it makes sense that their right of residence is valid throughout their studies, as this enables the students to move flexibly to the Helsinki metropolitan area (or from there). Students in Mikkeli can apply for housing in Domo immediately after accepting their study place, even if they are studying in Mikkeli for the first few years. This gives students in Mikkeli a good chance to get an apartment as soon as they move to the Helsinki metropolitan area. Mikkeli students cannot make use of the member benefit of living in an AYY apartment before they move to the Helsinki metropolitan area because the Mikkeli campus has no AYY apartments.
- Specified the impact of being a member of the Board on the right of residence. Living in an AYY apartment is possible during the person's term in the Board even if the person's original right of residence has expired. A person's right of residence can be extended due to health reasons also in situations where the person's original right of residence has already expired.

Section 12 ~~Suspension of tenancy for a fixed term~~ Suspension of the reduction of the right of residence for a fixed term

~~The suspension of tenancy for a fixed term and living elsewhere temporarily is possible without consuming the right of residence if the reason for this is:~~ The reduction of one's right of residence can be suspended for a fixed term if it is caused by:

- Military service or voluntary military service
- Maternity, paternity or parental leave

- ~~Studies abroad included in Aalto University degree~~ Studies abroad included in the Aalto University degree or JOO studies elsewhere than in the neighboring municipalities
 - o Neighboring municipalities include Helsinki, Espoo, Vantaa, Kauniainen.
- ~~internship abroad included in Aalto University degree~~ Internship abroad included in the Aalto University degree or internship elsewhere than in the neighboring municipalities
 - o Neighboring municipalities include Helsinki, Espoo, Vantaa, Kauniainen.
- Other grounds approved by the Housing Committee.

~~Asumisen~~ Asumisoikeuden kulumisen keskeyttäminen määräajaksi ei edellytä asumista

The suspension of ~~tenancy~~ the reduction of the right of residence for a fixed term does not require living in a Student Union apartment. ~~However~~ If a student lives in a Student Union apartment, the suspension of ~~tenancy~~ the reduction of the right of residence requires that the apartment is given up for a fixed term, except if the household living in the apartment includes children or if the apartment is subleased to a Student Union member during the suspension period. ~~The tenant does not have to hand over the apartment if the household living in the apartment includes children or if the apartment is subleased to a student union member during the suspension period.~~

The suspension of ~~tenancy~~ the reduction of the right of residence must be reported and, when requested, the student has to present a clarification on the reasons for the suspension in writing to the Housing Office no later than one (1) full calendar month prior to the suspension, and also agree on practical arrangements with the Housing Office.

The reduction of the right of residence is always calculated in full calendar months. Students have one month of leeway when suspending the reduction of their right of residence before the start of their studies or internship abroad or outside the neighboring municipalities. This means that the student may leave one month before the start of their studies or internship abroad or outside the neighboring municipalities if the smooth start of studies or internship so requires, and the student also has a month to return after the end of their studies or internship.

~~Asuntoon~~ Asevelvollisuudesta, vapaaehtoisesta asepalveluksesta, muualla tapahtuvista opinnoista tai työharjoittelusta palaamisen tarkka ajankohta on vähintään yhtä (1) kokonaista kalenterikuukautta ennen ~~asuntoon-palaamista~~ paluuta ilmoitettava asuntotoimistolle. Mikäli henkilö on ennen lähtöään asunut ylioppilaskunnan asunnossa, asukkaalle pyritään järjestämään asunto samasta asuntojonosta, josta hän on lähtenyt. Kaksiota suuremmista asunnoista lähteneet asukkaat pyritään sijoittamaan vähintään kaksioihin. Jos kaksiosta tai sitä suuremmasta asunnosta lähtenyt asukas hakee palatessaan asuntoa yksin, hänet voidaan sijoittaa myös soluasuntoon.

~~The Housing Office must be informed about the exact date of returning to the apartment~~ When returning from military service, voluntary military service or studies or internship abroad, the person must inform the Housing Office of the exact date of returning to the apartment no later than one (1) full calendar month prior to the return. If the person has lived in a Student Union apartment before

leaving, the Housing Office tries to arrange an apartment for the person from the same housing group that the person had left. A resident who has left an apartment larger than two rooms should be placed in an apartment with at least two rooms. If the tenant has moved out from an apartment with two rooms or more and applies for housing alone after returning, the tenant can also be placed in a shared apartment.

The reduction of one's right of residence can also be suspended on very strong grounds by decision of the Housing Committee. The Housing Committee may, if necessary, also grant the suspension of the reduction of the right of residence retrospectively. If the person has not been capable of independent living because of health-related reasons and thus could not have made use of AYY's housing services, the reduction of the person's right of residence can be suspended by decision of the Housing Committee on the basis of a medical certificate. The medical certificate should indicate the period when independent living has not been possible. If the person has been a tenant of AYY during the period in question, the reduction of their right of residence may be suspended for a fixed term for the calendar month periods when independent living has not been possible.

- Changed "suspension of tenancy" to "suspension of the reduction of the right of residence", because it is easier to understand.
- Added JOO studies, i.e. JOO studies are considered similar to exchange studies, because they are carried out in another university and they affect the student's housing the same way that exchange studies do. TAMK has also had similar cases with JOO studies where the right of residence has been compensated for.
- Added maternity, paternity and parental leave. A student's right of residence can be extended by two years if they have children, but suspending the reduction of one's right of residence can also be justified because of statutory absences, such as maternity, paternity or parental leave. During maternity, paternity or parental leave, the student may register for non-attendance and will not study at all. In addition, having a child will slow down studies in the long run even after maternity, paternity or parental leave, making the two-year extension to the right of residence justified.
- Redefined "neighboring municipalities", because it has become clear through practical work that the definition of "neighboring municipalities" is not reasonable. The trip from many municipalities that were previously defined as "neighboring municipalities" is much more difficult than the trip to Otaniemi from Lahti or Tampere, for example.
 - Added one month of leeway to facilitate the practical arrangements for going abroad or outside the neighboring municipalities to study.
 - Added retrospective suspension of the reduction of one's right of residence. Because of the applicant's deteriorating health, they have not been able to make use of AYY's housing services or to make decisions regarding housing.

Section 13 ~~Subletting an apartment~~ Secondary leasing of an apartment

Provided that the rental conditions and costs are in accordance with the tenant's own rental agreement, being responsible for those themselves, tenants may put their apartments on secondary lease for a fixed period on the following conditions:

- to a person of their choice for a maximum of four (4) months between 1 Apr–30 Sept
- to a person of their choice for a maximum period of twelve (12) months if the tenant provides the Housing Office with proof of studies or internship included in the Aalto University degree abroad or elsewhere than in the neighboring municipalities as defined in Section 12, or proof of undertaking military service or voluntary military service. If the main tenant leases the apartment to an AYY member, the main tenant's right of residence is not reduced during the secondary lease.
- in special cases to a Student Union member once for a period of more than one year while residing abroad by decision of the Housing Committee and after submitting good grounds for this.

~~Subletting an apartment consumes the right of residence period.~~ When putting the apartment on secondary lease, the Housing Office must be notified of it in writing no later than one (1) full calendar month prior to the beginning of the secondary lease. The main tenant must provide a copy of the secondary lease agreement to the Housing Office before the beginning of the secondary lease. After the secondary lease ends, the main tenant recovers their tenancy to the same apartment, ~~and his/her right of residence period is also consumed during the subtenancy~~ and they may apply for compensation for their right of residence for the duration of the secondary lease, if the apartment has been leased to an AYY member due to military service or studies or internship done abroad or outside the neighboring municipalities.

Leasing an apartment in other than the above-mentioned situations and in other ways than the above-mentioned procedures will lead to the termination of the rental agreement.

The subletting of an apartment is permitted in accordance with AHVL.

- Changed "subletting" to "secondary leasing", as a difference must be made between the two terms ("subletting" is "alivuokra" in Finnish, and "secondary leasing" is "jälleenvuokra").
- Added the new definitions from section 12, i.e. JOO studies elsewhere than in the neighboring municipalities can also be a reason for putting the apartment on secondary lease.
- Also added the possibility to lease the apartment during the main tenant's exchange studies etc. also to people that are not members of AYY. However, the main tenant is compensated for their right of residence only if the apartment is leased to a member of AYY.
- Added more instructions on how to apply for compensation for the right of residence.

Section 14 Rental agreement

Tenancy conditions are recorded in detail into a written rental agreement. The rental agreement is drafted either as open-ended or as a fixed-term agreement, ~~using at least two copies of forms confirmed by the Student Union~~ using forms confirmed by the Student Union, found in the electronic web application. In apartments with more than one tenant, both spouses or partners, or several tenants, must all sign the agreement and they are jointly responsible for the rent.

- Changed the wording regarding the drafting of the rental agreement because of changes caused by Domo.

Section 15 Deposit

For each rental agreement, a deposit must be paid to the Student Union (or to one of its subsidiaries or associated companies), the amount of which is confirmed annually by the Housing Committee ~~in the spring~~. When moving into an apartment, the tenant is responsible for checking the condition of the apartment and the movable property and to notify ~~the Housing Office of any defects or deficiencies~~ of any defects or deficiencies as instructed by the Housing Office. Failure to notify leads to a sanction fee, the amount of which is decided annually by the Housing Committee. When the tenant moves out, the deposit will be refunded once the condition of the apartment and movable property has been checked and found to be satisfactory. Returning the deposit also requires that the tenant does not have any unpaid rents or other unpaid payments. The tenant may use the deposit to cover any receivables from the tenant without hearing the tenant. The lessor may also use the deposit to compensate for costs caused by the tenant losing or not returning the keys and from rekeying the lock.

- Added an entry about compensating for costs caused by the tenant losing or not returning the keys and from rekeying the lock. Lost and non-returned keys cause financial expenses for the Student Union, so it is justified to charge these costs caused by the tenant from their deposit.

Section 16 Giving notice in exceptional circumstances

When the needs of the Student Union based on appropriate criteria so require, a rental agreement may be terminated, in which case a new rental agreement for another apartment is signed with the tenant. By decision of the Student Union's Representative Council, residents can also be temporarily required to move out of their apartments if the Student Union needs the apartments for public good between 1 May–31 Aug. The tenant has the right to return to their original apartment after the apartment is no longer used for public good, and the Student Union must compensate the tenant for the trouble of giving up the apartment by e.g. compensating for their right of residence.

In these cases, the period of notice in accordance with AHVL must be taken into account.

Section 17 Reviewing the right of residence

The Housing Office has the right to review that the conditions for the tenant's right of residence are met. Students are also obliged to notify the Housing Office immediately of any changes affecting their right of residence, such as registering for non-attendance or suspending their studies. ~~The tenant agrees to provide the Housing Office with information about issues affecting the right of residence for the review annually and at other times upon request.~~ At the request of the Housing Office, the student also undertakes to provide the Housing Office with information on matters affecting their right of residence to facilitate the reviewing of their right of residence.

In connection with the review of the right of residence, the Housing Committee or the Housing Office may terminate the rental agreement after the period of notice determined by AHVL if:

- the tenant has finished or suspended their studies at Aalto University;
- ~~the tenant is no longer a member of the Student Union~~ the tenant has not paid the Student Union membership fee, and is thus no longer a member of the Student Union;
- deadlines referred to in Section 11 of these regulations are met;
- the tenant has not completed eighteen (18) credits at Aalto University in the previous academic year as a resident of a Student Union apartment;
- the tenant does not provide the Housing Office with information necessary to review the right of residence.

A tenant who has not paid the membership fee may exceptionally live in an AYY apartment if the tenant has registered for non-attendance because of legal reasons. Legal reasons for non-attendance are completing the compulsory or voluntary military service and maternity, paternity or parental leave.

~~If the person presents valid reasons for the delay of studies, the matter may be processed by the Housing Committee.~~ If a person living in a Student Union apartment has not completed eighteen (18) credits at Aalto University in the previous academic year, but they can present valid reasons for their delay of studies, they may draft an application to the Housing Committee concerning the preservation of their right of residence. Acceptable reasons include:

- illness proved to delay one's studies
- ~~military service carried out during studies~~ legal reasons mentioned earlier in this Section;
- other reasons considered adequate by the Housing Committee.

- Added the student's obligation to notify the Housing Office of any changes affecting their right of residence, because the Housing Office has encountered several cases where a student has registered for non-attendance but has still accepted a housing offer or continued living in their apartment, although they would not be entitled to use the housing services anymore. Such cases can cause trouble for a student who has to sort out the situation afterwards and whose rental agreement will possibly be terminated.
- Specified that not paying the Student Union membership fee means that the person is no longer a member of the Student Union and is therefore not entitled to use the housing services.
- Clarified the instructions: tenants are allowed to live in an AYY apartment without paying the membership fee if they have registered for non-attendance because of legal reasons.

Section 18 Postponement of the moving-out date

If the tenant is given a notice to move out of the apartment on a certain day, ~~the Housing Committee may agree with the tenant to postpone the removal date~~ the tenant may apply for a postponement of the moving-out date from the Housing Committee. The reason for this postponement must be that the tenant has to rent a new apartment for an unreasonably short period of time due to moving elsewhere or because of waiting for their own apartment to be finished, or that the tenant can present other very serious reasons for the postponement. The tenant must also be able to present proof of these reasons. The moving-out date may be postponed by a maximum of one (1) year.

- Clarified the wording: the tenant must apply for a postponement of the moving-out date and they must have proof of this (e.g. a new rental agreement or a flight ticket).

Section 19 Termination of a rental agreement

~~The rental agreement may be terminated by both parties as provided in AHVL.~~

~~The tenant may appeal against the notice within thirty (30) days of the announced notice. A written appeal must be submitted to the Housing Office.~~

The rental agreement may be terminated by all parties as provided in AHVL. If the Student Union has terminated the tenant's rental agreement because the tenant's right of residence has expired, the tenant may appeal to the Housing Office in writing within thirty (30) days of the notice of termination if reasons for suspending the of the right of residence as defined in Section 12 have not been taken into account.

- Specified the cases in which the tenant may appeal the termination. The right of residence is not automatically compensated; the tenant must ensure themselves that any absences or suspending the reduction of their right of residence has been taken into account in the duration of their right of residence.

Section 20 Annulment of a rental agreement

The Student Union or the Board of a subsidiary or associated company of the Student Union, which acts as the lessor, has the right to annul the rental agreement on the grounds and procedures provided in AHVL. In addition, a rental agreement may be annulled if the tenant has provided false or misleading information or concealed factual information in the housing application or when reviewing the right of residence, ~~or if the apartment or part of the apartment is subleased or otherwise assigned in violation of this regulation.~~ The rental agreement may also be annulled if the apartment or part of the apartment is put on secondary lease or otherwise given to a third party in violation of these regulations.

If the Student Union terminates a tenant's rental agreement due to reasons provided in Section 8 of AHVL, the tenant loses their right of residence as defined in Section 11 of AYY's Housing Regulations for a fixed period of time. This fixed period of time is 6-18 months. The duration of the loss of the right of residence is decided by the Housing Committee.

If the tenant has lost their right of residence because of entries 1-5 in Section 17 of AYY's Housing Regulations, the tenant's right of residence is returned when the reason for the loss of the right of residence is no longer valid and the tenant has delivered an application to the Housing Office.

Section 21 Written warning

Before terminating a rental agreement, the Housing Office or the Housing Committee must give the tenant a written warning as provided in AHVL, including a specific mention on the grounds for termination. If the tenant immediately corrects their incorrect practices, the agreement cannot be terminated.

Section 22 Termination of family and friend agreements

With family and friend agreements, a prerequisite for tenancy is that the apartment is used as a family or friend apartment. ~~Family or friends agreements may be terminated if family members have ceased to live together in the same household or if one of the tenants decides to leave the apartment in question.~~ When one or more of the tenants decide to leave the family or friend apartment and this leads to a situation where there are no tenants in the apartment with a valid AYY's right of residence, the Student Union can terminate the family or friend agreement in accordance with the notice periods defined in AHVL.

When a family or friend agreement is terminated, tenants are not directly transferred to shared apartments/studios in shared apartments/studios, but they must apply for an apartment by queuing according to the normal application procedure.

~~If the tenant wishes to continue living in the same apartment after the termination of tenancy and the tenancy has continued for at least six (6) months, the tenant has the opportunity to sign a new agreement for a family or friends apartment in question with a new tenant.~~ If a tenant with AYY's right of residence wishes to continue living in the same apartment after the termination of tenancy, the tenant has the opportunity to sign a new family or friend agreement for the apartment in question with the new tenant. However, this requires that the tenancy has continued uninterrupted for at least six (6) months. The new resident moving in to the apartment must already be a main tenant in AYY's apartment.

- Changed the entry regarding termination, because after the changes to the Housing Regulations, tenants may continue to live in a friend apartment as long as at least one tenant has a valid AYY's right of residence.
- Clarified the instructions on applying for housing after the termination of a family or friend agreement.
- Reworded the section because the previous wording was difficult to understand.

Section 23 Usage regulations for the information network

As part of the rental agreement, the tenant agrees to comply with the Student Union's current usage regulations for the information network.

Chapter V

Specific provisions

Section 24 Members of the AYY Board and AYY's employees

When possible and if the person so desires, members of the AYY Board are offered an apartment ~~from the vicinity of AYY's Central Office~~ that supports the fulfillment of their tasks, for example because of the location or housing type of the apartment. If a member of the Board has lived in AYY's apartment before their term in the Board, they are offered the opportunity to return to an apartment in the housing group that they have left after their term.

AYY's employees are offered apartments according to their needs when possible.

- A Board member's apartment does not necessarily have to be in the vicinity of AYY's Central Office; they can decide the location themselves.

Section 25 Deviation from the Housing Regulations' provisions

The Student Union Board has the right to deviate temporarily from the provisions of these regulations for very serious reasons.

Section 26 Data protection

Rental housing applications are treated confidentially, as they include confidential financial and social information. The Student Union should file applications and their attachments in an appropriate manner, while taking the obligation to observe secrecy into account. As a clarification, the authorities supervising the use of rental housing produced with the support of the State, the municipality, Housing Fund of Finland (ARA) and the Ministry of the Environment have the right to inspect documents for supervisory purposes if they concern rental housing and their tenant selection within the scope of their supervisory responsibility.

Section 27 Scoring instructions

Housing scoring instructions are attached to the housing regulations. (link: [scoring of applications](#))

Section 28 Additions and amendments

The Student Union's Representative Council decides on additions and amendments to these regulations and their appendices by two-thirds majority of votes in the Representative Council.

Scoring of Applications

All points affecting the application are added up according to the scoring found below.

Applicants are placed in a valid housing queue according to their application order and the scoring below.

Updated 23rd November 2017

Added studios in shared apartments and shared two-room apartments to housing types by decision of the Representative Council. Also added information on how long the urgency scores are valid.

Grounds

Points

1. Internal transfers

Moving from an AYY apartment to another AYY apartment (the same housing queue). If the applicant is granted the point for internal transfers, other sections in the scoring instructions are not considered.

+5 points

2. Urgent need for accommodation

These points only apply to shared apartments. A maximum of two points may be granted for one application based on the urgent need for accommodation. In order for points to be granted, a certificate on the urgent need for accommodation must always be submitted.

Urgency points are awarded for individual cases and they are valid only until the first apartment offer or when the urgent need for accommodation ceases to be valid. If the applicant rejects the offer or lets it expire, they lose their urgency points.

Grounds:

- Applicants outside the surrounding municipalities
 - Surrounding municipalities = Helsinki, Espoo, Vantaa, Kauniainen, ~~Kirkkonummi, Vihti, Nurmijärvi, Kerava, Tuusula, Järvenpää, Sipoo~~
- Fixed-term rental agreements (ending within 6 months)
- Notice of termination by lessor
- Homelessness
- Other special cases [by decision of the Housing Committee](#).

+2 points

3. Child/certificate of pregnancy

Applies to studios in shared apartments, studios, shared two-room apartments, two-room apartments and larger apartments. +1 point for subsequent children or certificates of pregnancy.

+4 points

4. All applicants are AYY members with a right of residence

Applies to shared two-room apartments, two-room apartments and larger apartments.

+1 point

5. First-year students

For degree-students. The point only applies to shared apartment queues. The first-year student's point is valid for 6 months. The order of applicants with the same point in the first-year student application process will be drawn by lot.

+1 point

6. Exchange students

The exchange student point applies to exchange students and international students who temporarily reside in Finland and are comparable to exchange students. The point only applies to shared apartment queues. The order of applicants with the same point based on the exchange student point will be drawn by lot.

+1 point

7. Medical certificate

Granted by decision of the Housing Committee.

+0-6 points

Property and income are determined in accordance with ARA's tenant selection guide.

8. Property

- Shared apartments and studios: the applicant's property is over EUR 64 000.
- Two-room apartments, shared two-room apartments and larger apartments: total property of applicants is over EUR 79,000.

- 1 point

9. Monthly income

- The applicant's monthly income is over EUR 3 000.
- Total monthly income of the applicant household is over EUR 5 100.

- 1 point