

# RENTAL HOUSING APPLICATION

The signatories to this rental housing application have read the notification detailing how personal data is processed in relation to the application and are aware of where to get more information

- **Why this notice?** As Data Controllers we must inform all Data Subjects, i.e. the persons whose information we process about who is collecting the data and for what purpose the data is used.
- **Lawful basis for processing:** Contract; this includes pre-contractual measures for housing funded by The Housing Finance and Development Centre of Finland.
- **Data retention:** 3 years from the submission of the application, including withdrawn applications.
- **More information about data processing:** <https://www.kauhajoenasunnot.fi/tietosuojaseloste>  
(Please note: The full notice is currently only available in Finnish – we recommend using Google Translate)

## Instructions for filling out the application form

1. Please fill out all sections carefully. The PDF form can also be completed electronically.
2. If you are working in Finland or receive any local benefits, log in to the Finnish Incomes Register and request an Incomes Register extract, as the processing time online is about 20 minutes. One can also download a PDF of one's most recent tax certificate from the Finnish MyTax web portal.
3. If you have any questions or you're unsure about how to fill out the application, please contact our customer support from Monday to Thursday between the hours of 11 a.m. and 4 p.m. EET.

### 1) Application type (select one)

|   |   |   |
|---|---|---|
| <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  |
| <b>I am seeking a rental apartment;</b><br>I am not a current tenant of Kauhajoen Asunnot | <b>I am seeking a student flat;</b><br>I am not a current tenant of Kauhajoen Asunnot | I am currently a tenant of Kauhajoen Asunnot and <b>I wish to move from one flat to another</b> |

### 2) Type of apartment sought (please fill out applicable sections)

A) I wish to leave an open application, I am not applying for a specific apartment

| Apartment type | No. of rooms (excl. kitchen) | Max. rent, EUR per month | Other preferences |
|----------------|------------------------------|--------------------------|-------------------|
|                |                              |                          |                   |

OR

B) I am applying for a specific apartment that has been advertised by the company

| Suburb | Apartment |
|--------|-----------|
|        |           |
|        |           |
|        |           |

### 3) Applicant information (please fill all sections as appropriate)

|                                  |                              |                             |  |
|----------------------------------|------------------------------|-----------------------------|--|
| <b>First names</b>               |                              |                             | Please underline the name you wish us to use when addressing you     |
| <b>Last name</b>                 |                              |                             |  |
| <b>Address line 1</b>            |                              |                             |  |
| <b>Address line 2</b>            |                              |                             | Optional, for longer addresses                                       |
| <b>Postal code</b>               |                              |                             |  |
| <b>City</b>                      |                              |                             | If not in Finland, also add country                                  |
| <b>E-mail address</b>            |                              |                             | <input type="checkbox"/> No e-mail address                           |
| <b>Mobile number</b>             |                              |                             | <input type="checkbox"/> No mobile telephone                         |
| <b>I am over 18 years of age</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If the applicant is a minor, their guardian must fill out section 10 |
| <b>Citizenship</b>               |                              |                             | We may request that applicants supply a copy of their passport.      |
| <b>National ID number</b>        |                              |                             | <input type="checkbox"/> No Finnish identity number                  |
|                                  |                              |                             | Many information systems use the ID number to identify individuals.  |



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We reserve the right to check the credit history of all applicants

## 4) Motivation for the application

The need for a new apartment is arising from:  
(please tick the box for the most suitable option)

|  |                          |   |                          |   |
|--|--------------------------|---|--------------------------|---|
| A) Work-related reasons  | <input type="checkbox"/> | I have a job offer from a local company | <input type="checkbox"/> | Commuting is difficult (distance, shifts, etc.) |
| B) Education-related reasons   | <input type="checkbox"/> | I will be a new student in Kauhajoki    | <input type="checkbox"/> | I am continuing my studies in Kauhajoki         |
| C) Another reason related to current circumstances   | <input type="checkbox"/> | Current cost of living is too high      | <input type="checkbox"/> | Current flat is otherwise unsatisfactory        |
|  |                          |   | <input type="checkbox"/> | Other change in circumstances                   |
| If you selected 'Other change in circumstances' or 'Current flat is otherwise unsatisfactory', please describe the situation briefly |                          |   |                          |   |

If you are (about to be) employed and/or studying, please also fill in the sections relating to this below

|                                       |                          |                                     |                          |                         |
|---------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------|
| A) Name and address of the employer   |                          |                                     |                          |                         |
| Employment type (select one)          | <input type="checkbox"/> | Permanent contract                  | <input type="checkbox"/> | Fixed-term contract     |
|                                       |                          |                                     | <input type="checkbox"/> | Other, what? (see next) |
| More information about 'Other, what?' |                          | Start date for work                 |                          |                         |
| B) Name and address of the school     |                          |                                     |                          |                         |
| Start date of studies                 |                          | Expected graduation, month and year |                          |                         |

## 5) General information about prospective tenants

Will any other persons be moving to the apartment with you? (Please select the applicable alternative)

|  |                                    |                          |  |                           |  |                            |  |
|--|------------------------------------|--------------------------|--|---------------------------|--|----------------------------|--|
| <input type="checkbox"/>                         | A) No, I am applying independently | <input type="checkbox"/> | B) Yes (please also check the following two items and complete section 10) | No. of over-18s (persons) |  | No. of under-18s (persons) |  |
| Income of the applicant, EUR per month           |                                    | <input type="checkbox"/> | No over-18s in the same household with me                                  | OR                        | Total income of over-18s in the household, EUR per month |                            |  |
| Is a parking space required for a motor vehicle? | <input type="checkbox"/>           | No                       | <input type="checkbox"/>   | Yes                       | <input type="checkbox"/>                                 | More than one              |  |
| Does anyone moving in smoke?                     | <input type="checkbox"/>           | No                       | <input type="checkbox"/>   | Yes                       | Incl. e-cigarettes, etc.                                 |                            |  |
| Does anyone moving in have any pets?             | <input type="checkbox"/>           | No                       | <input type="checkbox"/>   | Yes                       | If yes, see next question                                |                            |  |
| What pets? (Include number, species, and breed)  |                                    |                          |  |                           |  |                            |  |

## 6) How the rental security will be paid

I will cover the mandatory rental security (deposit) with:

|                          |  |                          |  |                          |   |
|--------------------------|--|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | A bank transfer where the amount payable is the equivalent of two (2) months' rent   | <input type="checkbox"/> | A commitment of expenditure from Kela where the amount covered equals two (2) months' rent   | <input type="checkbox"/> | Other than a security paid by the tenant, credit check required   |
| <b>Note:</b>             | The funds will be held on a separate rental security account and no interest is paid on the security. The rent shall be invoiced separately. | <b>Note:</b>             | Currently a valid income support decision from Kela is a prerequisite for the commitment of expenditure. Both benefits are means-tested. | <b>Note:</b>             | The upper limit of the 3 <sup>rd</sup> party guarantor's liability for an approved personal guarantee is EUR 10 000. The tenant must pay a separate deposit of EUR 100. |

Based on the Finnish law regulating residential apartment rentals (8 §), the rental contract (lease) can be terminated if the rental security is not organised in due course.



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## 7) Declaration

I certify that the information provided is true. All persons whose information is included have consented to its use.

|           |  |                   |  |
|-----------|--|-------------------|--|
| Place     |  | Date              |  |
| Signature |  | Name, signatory 2 |  |
| Signature |  | Name, signatory 2 |  |

## 8) Attachments to the application

### Application for a rental apartment OR change of apartment

- 1) Proof of assets – the outcome of tax assessment / most recent tax certificate, or equivalent  
Proof of income – extract from the Incomes Register, or equivalent

### Application for a student apartment

- A) New students:** Acceptance letter from the school with the contact information of the student office  
or  
**B) Continuing students:** Certificate of student status with the date of expected graduation

#### Please note:

- If there are more applicants (than one person), we require attachments from all signatories
- The Incomes Register extract can be downloaded as an electronic document from the register maintained by the Finnish Tax Administration. The register contains information on all Finnish salaries, pensions and other social benefits paid to the individual. If you cannot download the extract, please contact the office so that we can go through suitable alternative attachments that can be included in your application.
- The tax certificate (outcome of personal tax assessment) can be downloaded electronically from the MyTax service maintained by the Finnish Tax Administration.
- Should the applicant make a reference to extraordinary circumstances in their application, they may be requested to supply further evidence as attachments. Our office will be in contact in this regard when the application is processed.

## 9) Returning the application form

1. Check that the information supplied is correct and all necessary fields have been filled.
2. Collect the attachments for the application – either electronically in pdf-format or printed on paper.
3. Send the form with its attachments to the office for processing. The application is valid for 1 month.

| Postal address                                  | Visiting address   | E-mail address for applicants  |
|---|--|--------------------------------|
| Kauhajoen Asunnot Oy,<br>PL 69, 61801 KAUHAJOKI | Kauhajoen Asunnot Oy,<br>c/o Suupohjan Tili-Isäntä,<br>Töyräkuja 2,<br>61850 KAUHAJOKI | hakemukset@kauhajoenasunnot.fi |

## 10) Additional information about prospective tenants

|  |  |
|--|--|
| <input type="checkbox"/>   | <input type="checkbox"/>   |
| This does not apply to me<br>(jump to section 8)   | Me and another person moving in have a mutual maintenance obligation<br>(Includes: married or cohabiting couples and registered partnership) |
| <b>Please note:</b> If the applicant and another person have a mutual maintenance obligation, both must 1) be included as tenants, 2) present when the contract is signed, and 3) signatories if they wish to cancel the contract. |  |

#### Spouse's information

|                |  |  |
|----------------|--|--|
| First names    |  | Please underline the name you wish us to use when addressing you |
| Last name      |  |  |
| Address line 1 |  |  |
| Address line 2 |  | Optional, for longer addresses                                   |
| Postal code    |  |  |
| City           |  | If not in Finland, also add country                              |
| E-mail address |  | <input type="checkbox"/> No e-mail address                       |
| Mobile number  |  | <input type="checkbox"/> No mobile telephone                     |



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|                           |   |   |
|---------------------------|---|---|
| <b>Citizenship</b>        |   | We may request that applicants supply a copy of their passport.     |
| <b>National ID number</b> | <input type="checkbox"/> No Finnish identity number | Many information systems use the ID number to identify individuals. |

Information about other persons moving to the apartment, under 18-year-olds:

|            |  |            |  |            |  |            |  |            |  |            |  |
|------------|--|------------|--|------------|--|------------|--|------------|--|------------|--|
| <b>Age</b> |  | <b>Age</b> |  | <b>Age</b> |  | <b>Age</b> |  | <b>Age</b> |  | <b>Age</b> |  |
|------------|--|------------|--|------------|--|------------|--|------------|--|------------|--|

Information about other persons moving to the apartment, 18 years and above:

| <b>Name</b> | <b>National ID number</b> |
|-------------|---------------------------|
|             |                           |
|             |                           |
|             |                           |
|             |                           |
|             |                           |

## 11) Under-18s: information about the legal guardian of the applicant

This section does not apply to me, I am over 18 years of age

Guardian's information

|                           |   |   |
|---------------------------|---|---|
| <b>First names</b>        |   | Please underline the name you wish us to use when addressing you    |
| <b>Last name</b>          |   |   |
| <b>Address line 1</b>     |   |   |
| <b>Address line 2</b>     |   | Optional, for longer addresses                                      |
| <b>Postal code</b>        |   |   |
| <b>City</b>               |   | If not in Finland, also add country                                 |
| <b>E-mail address</b>     |   | <input type="checkbox"/> No e-mail address                          |
| <b>Mobile number</b>      |   | <input type="checkbox"/> No mobile telephone                        |
| <b>Citizenship</b>        |   | We may request that applicants supply a copy of their passport.     |
| <b>National ID number</b> | <input type="checkbox"/> No Finnish identity number | Many information systems use the ID number to identify individuals. |

**We reserve the right to check both the applicant's and the guardian's credit history**

Consent of the guardian for the rental apartment application when the applicant is under 18 years of age

|                  |  |             |  |
|------------------|--|-------------|--|
| <b>Place</b>     |  | <b>Date</b> |  |
| <b>Signature</b> |  | <b>Name</b> |  |

## For office use

|                                   |  |                                  |  |                           |  |
|-----------------------------------|--|----------------------------------|--|---------------------------|--|
| <b>Application received, date</b> |  | <b>Application renewed, date</b> |  | <b>Application number</b> |  |
|-----------------------------------|--|----------------------------------|--|---------------------------|--|

Last update to this form: 06/05/2022

