

## THE CRITERIA FOR TENANT SELECTION

### 1. General

The purpose of the foundation is to offer equal and fair opportunities to become a tenant in Domus Arctica -säätiö's student apartments to those students who fulfil these criteria for tenant selection.

### 2. Criteria for applying

Every Finnish or foreign full-time students of post-secondary schools in Rovaniemi can apply for Domus Arctica -säätiö's apartments. These post-secondary schools are University of Lapland, Lapland University of Applied Sciences, Lapland Vocational College and other vocational institutes, high schools and other similar schools. Also trainees can apply.

### 3. Applying

Application can be filled in foundation's website or at customer service. Applying time is continuous. Application is valid for three (3) months and applicant must take care of renewing it.

### 4. Handling of the applications

Applications are handled daily and during that process all applicants' credit report will be checked with their consent.

### 5. Offering the apartments

Apartments that are vacant or becoming vacant due to termination will be offered according the applicants' requests and in order of arrival of the application and choice of area in the application. For special reasons apartments can be offered also according to separate consideration, for example the accessibility apartments in Kuntotie or apartments in the buildings that have been under renovation or recently built.

If some apartment is still not offered seven (7) days before the turn of the month, the apartment can be offered contrary to the criteria for tenant selection.

#### 5.1. Students who are starting their studies

Students (both foreign and domestic and exchange students coming through formal exchange program) who are starting their studies in the autumn have priority to the apartments that are or are becoming vacant on 1.8. or 1.9., except if the apartment is part of the quota reserved by schools.

## **5.2. Changing the apartment**

If DAS tenants wish to move to another apartment without exigency can fill in an application for changing the apartment. These applications are handled usually primarily (except for the apartments which are available on August or September). The DAS tenant must give the notice of termination by a normal termination process when changing the apartment.

## **5.3. Right to transfer between apartments**

For DAS tenants it is possible to transfer from one DAS apartment to another due to changes in your life situation, such as divorce, changes in family size or friend/spouse moving out from apartment that tenants have joint agreement or for reason given by DAS. Transfer applications are processed each month before other applications.

## **5.4. Floating application**

The DAS tenants who want to terminate the agreement for long absence such as serious illness, military service, studying abroad or training period can make a floating application.

These applicants have priority to receive an offer when returning. The offer will be sent if DAS has vacant apartments. DAS will take into consideration the applicant's wishes or offer a similar apartment as the one tenant lived before.

Applications for changing or transferring the apartment are not handled if tenant has debt to DAS or has caused disturbance in DAS apartment.

## **6. General directions, informing and appealing**

Domus Arctica –säätio follows the directions and rules of Ministry of the Environment, The Housing Finance and Development Centre (ARA) and the rules and regulations of Rovaniemi city housing authority. Tenant selections will be informed to City of Rovaniemi four (4) times a year.

**Rovaniemi 18.3.2014**

The Board of Domus Arctica -säätio