

1. **Lessor/Leased property**

Aviator Properties Ltd. Oy
Apartment Hotel Aallonkoti, apartments B1-B18
Business ID 2187562-3
Alvar Aallon katu 3B, 00100 Helsinki

2. **Reception**

Alvar Aallon katu 3B, 00100 Helsinki
Ground floor restaurant Basti's from 14.00 to 22.00 or
at other times according to agreement.

3. **Contacts**

Aallonkoti
Phone +358 20 735 0130
E-mail info@aallonkoti.fi
Alvar Aallon katu 3B
00100 Helsinki

4. **Conclusion of the agreement**

The agreement between parties is concluded and becomes binding as soon as the Aallonkoti-apartment has been booked by the client and the booking is confirmed by Aallonkoti.

5. **Client**

A client is a person, company or some other organisation named on the form that shall be filled in when arriving and checking in an apartment. In this agreement a client refers to a natural or a juridical person using or paying for the accommodation.

6. **Terms of payment**

Rent for the whole rental period is to be paid in advance by the due date informed at the time of the booking.

Rent for the apartment can be paid either by credit card or using a bank transfer. With bank transfers full payment must be received on the bank account informed by Aallonkoti by the due date. Business trip clients can also make a separate agreement on paying an invoice sent by Aallonkoti, but even in this case the full rent has to be paid in advance.

The Apartment Hotel Aallonkoti requires a 500 Euro credit card pre-authorization to cover any breakage or damage to the apartment. The client is obliged to give credit card details for the pre-authorization. However, it is not recommendable to send these details via e-mail for security reasons. Aallonkoti reserves the right to charge for additional services and costs. The authorization will hold the funds until the apartment is checked by the personnel after check out.

Banking details:

Nordea
IBAN: FI94 1745 30000 587 94 BIC/Swift: NDEAFIHH

Accepted credit cards: Visa, MasterCard, EuroCard

7. **Rental period**

The rental period starts on the date stated in the reservation after 16.00 or according to separate agreement. Rental period ends by 12.00 on the last day of the rental period or according to

separate agreement. The apartment must be empty of the client's belongings by this time. A fee of 30 € is charged for checking in after 22.00 or during weekends.

Aallonkoti requires a 2-day minimum stay and the maximum length of stay is six months.

8. Leased property

Leased property is the Aallonkoti-apartment, agreed on beforehand and appearing in the booking information.

The following basic equipment and services are included in all Aallonkoti apartments:

- Complete set of kitchen equipment and dishes
- LED-TV and DVD
- Radio
- WLAN
- Laundry machine, bigger than three-roomed apartments also have a dryer
- Bed sheets, linen and towels
- Cleaning equipment
- Hair dryer and an iron
- Ironing board and a drying rack
- A start-up package is included in every booking and it consists of:
Toilet and kitchen paper, cleansers, hair products, coffee, tea and spices

9. Pricing

The amount of rent is determined in advance and appears in the booking confirmation. Aallonkoti reserves the right to charge the client for any additional services or costs.

10. Cancellation policy

If a client cancels the reservation, a cancellation fee is charged according to the following table. The amount of the cancellation fee depends on how many days before arriving the cancellation is done and on the length of the stay. If the cancellation is done after the first scheduled day of the rental period, no refunds will be made by Aallonkoti of the paid rent.

Cancellation fee	<i>30 d prior to the agreed arrival date or sooner</i>	<i>14 d prior to the agreed arrival date or sooner</i>	<i>7 d prior to the agreed arrival date or sooner</i>	<i>Later than 7 d prior to the agreed arrival date</i>
<i>Length of stay less than 7 days</i>	No cancellation fee	No cancellation fee	50 % of full rent	100 % of full rent
<i>Length of stay 7 days or longer</i>	No cancellation fee	50 % of full rent or rent for a minimum of 7 days	100 % of full rent	100 % of full rent

The cancellation policy described above does not apply to companies or other organisations. By completing a booking companies and other organisations agree to full payment of the reservation.

11. Alternative accommodation

In the unlikely event of a situation whereby Aallonkoti cannot provide an apartment for the whole rental period as previously confirmed, or when the use of alternative accommodation is necessary for other reasons, Aallonkoti has the right to move the client to an apartment equivalent to the original one. No additional costs to the client will incur because of the transfer. Aallonkoti will notify the client of a possible transfer as early as possible.

12. Liability and conditions of use

By using our services the client must agree with the following rules:

- The client is obliged to maintain the apartment in good condition
- The apartment is for accommodation purposes only. Only the amount of people stated by Aallonkoti during reservation is allowed to stay in the apartment.
- All apartments, terraces and other spaces of the building are 100% non-smoking. A 500 € cleaning fee will be charged to any guest who violates the smoking policy.
- No pets are allowed.
- Lighting candles is forbidden
- The tenant is responsible for the apartment's cleanliness
- Ventilation of the apartment by opening the door to the stairway is prohibited
- Hanging out clothes or other textiles on the balcony is not allowed.
- All garbage shall be taken to the garbage bins located in the basement of the building. It is prohibited to flush garbage down the toilet or other drains for risk of clogging them or causing other damage.
- When using the dishwasher, washing machine or dryer, you must follow the instructions found in every apartment. It is not allowed to leave the machines running unsupervised.
- A lost key must be reported to the personnel immediately. An additional fee of 100 € is charged for the lost key.
- From 22.00 to 08.00hrs it is forbidden to make noise in the apartment. Other guests shall not be disturbed.

13. Lessor's right to check the condition of the apartment

The personnel of Aallonkoti is entitled to enter the apartment and check its condition at any time during the rental period. The client will be informed as early as possible of a possible inspection.

14. Damages

In case of leaks, water damage or any other kind of damage caused to the apartment or its furnishings, the client is obliged to inform the personnel of Aallonkoti without delay. The client is responsible for all damages caused by the client itself or any other person visiting the apartment with the client's permission.

If any costs occur due to the client's carelessness, negligence or violation of rules and regulations, the client's credit card is charged or another payment method is used to cover the expenses.

15. Terminating the agreement

Aallonkoti is entitled to terminate the agreement if these rules and regulations are substantially violated. The notice of termination given by Aallonkoti terminates immediately the agreement. The client is liable for all contractual obligations in spite of the termination.

A client is entitled to terminate the agreement if Aallonkoti fails to fix an error or delay related to the apartment within a reasonable amount of time and the violation is considered substantial. When a client terminates the agreement, a full rent for the rental time remaining will be refunded by Aallonkoti.

16. Limitations of liability

Aallonkoti is not liable for any damage, direct or indirect, caused by cancellation or interruption of the stay. Aallonkoti is also not liable for an error or delay that is caused by a force majeure.

17. Translations

In case of discrepancies between language versions the Finnish version shall prevail.