

For apartment owners

after the housing company's list of shares has been transferred to the Residential and Commercial Property Information System

The transfer of the list of shares applies to all housing companies established before 2019. Mutual real estate companies may also become a part of the Residential and Commercial Property Information System. Your housing company's board will notify you after the company's list of shares has been transferred to the Residential and Commercial Property Information System. After the list of shares has been transferred, shareholders can apply for the electronic registration of their ownership and the cancellation of the paper share certificate from the National Land Survey of Finland.

You need to apply for the electronic registration of ownership within ten years of the transfer of the list of shares if

The share certificate is in your possession

- Ensure that the application includes your consent or the consent of each joint shareholder for the cancellation of the share certificate.

The share certificate is held by a bank as collateral for a loan

- Authorise the bank to register ownership on your behalf.
- Sign the consent to cancelling the share certificate

The share certificate is misplaced or destroyed

- Start by applying for the annulment of the share certificate at the district court of your place of residence.
- Attach the district court's decision on the annulment of the share certificate with the ownership registration application.

When the owner of an apartment changes, you need to apply for the registration of ownership as the new owner within two months of signing the deed of transfer or the transfer of ownership if

You received the share certificate through a sale or partitioning or as a gift or similar after the transfer of the share certificate

- Make sure that the transfer is indicated in the share certificate.

You received the share certificate through an inheritance or a will after the transfer of the share certificate

- Attach the acknowledgement of receipt

Also remember to pay any transfer tax.

Follow these steps:

- Complete and print an application to register the ownership of your apartment. The application template is available on the NLS website.
- Attach the original share certificate.
- Send the application and its attachments:
 - by post: National Land Survey / Apartments (Huoneistot), P.O. Box 3300, 65101, Vaasa.
 - by e-mail: Send the application form with attachments by [Classified e-mail](mailto:huoneistohakemukset@maanmittauslaitos.fi) to huoneistohakemukset@maanmittauslaitos.fi.
 - If the original share certificate or temporary certificate must be appended to the application, you can send it by post or bring it to the nearest customer service point.
 - to National Land Survey customer service point.
- The NLS will charge a registration fee of EUR 63.
 - *Note that after the list of shares has been transferred, the housing company can obtain shareholders' contact information from the Residential and Commercial Property Information System. After the list of shares has been transferred, shareholders must notify the NLS customer service of any changes in their contact information*

The contact information and opening hours of customer service points are available at <https://www.maanmittauslaitos.fi/en/our-offices>

Once your ownership has been registered, the NLS will send you a decision. You can now always prove your ownership using the electronic entry in the Residential and Commercial Property Information System.

After the list of shares has been transferred, the NLS will maintain its information in the Residential and Commercial Property Information System. More information about the processing of personal data is available at <https://www.maanmittauslaitos.fi/en/about-nls/organisation/data-protection-description/register-of-housing-company-shares>

