

## WORK BEFORE MOVING OUT

Before you move out of a property, a tenant is obliged to complete a few basic tasks:

### Room doors

- » Check the locks on all room doors to ensure that they are working properly. If repairs are required, let us know.
- » Do you have all the keys?

### Ceiling and wall surfaces

- » Before you paint walls, first remove the covers on electrical sockets and light switches.
- » Do not get paint on the skirting boards and make sure that you also get no paint on the plastic window frames or the window sills.
- » Cover up floors and tiles before painting! If it's not necessary to paint the ceiling, please mask it thoroughly before painting the walls.
- » Fill in any holes or dowel holes.

The apartment has to be handed over in the same condition as accepted when moving in.

The paint for painting the apartment is provided by us, the property management. Please contact us in time to avoid any delays. We can also instruct a professional painter or our caretaker to paint your apartment in exchange for a small expense allowance.

### Other work

- » HEATING: Please clean the radiators thoroughly!
- » LABELS: Remove all labels.
- » LAMPS: Secure all electrical leads with screw terminals.
- » BASEMENT: Empty your basement completely and don't forget to take your bike with you.
- » MAIL: Don't forget to arrange a forwarding order at the post office for your letters.

» APARTMENT: Has to be handed over clean. Gross contamination has to be cleaned.

1. Rooms with tiles, parquett flooring or PVC has to be swept.
2. Spiderwebs in the apartment and the belonging basement have to be removed.
3. Windows need to be cleaned.
4. Remove limescale and smear layers in the bathroom and kitchen.
5. Defrost your freezer compartment.
6. Clean and switch off your fridge.
7. Clean the siphons in shower, basin and sink.

**WE ARE GLADLY AVAILABLE FOR FURTHER QUESTIONS.**