

## Leaflet for the handover of an apartment

Once the tenancy has been terminated, we would like to draw your attention to a few regulations that must be taken into account when leaving the apartment. The apartment and all the adjoining rooms must be returned in a perfectly clean condition. Please pay attention to the regulations of the rental agreement and the house rules as well as the move-in protocol.

### 1. Some useful tips

- Check the hot plates (Does everything work? Are they perpendicular, curved, do they have cracks?)
- Are all the cake trays or grills present? Spotless?
- Check the freezer compartment flap, bottle holder and vegetable trays in the refrigerator.
- Check bathtub for enamel damage, bathroom sink and toilet bowl for cracks
- Check lighting and socket in mirror cabinet
- Check shower hose, shower head and brewery plate, decalcify
- For built-in cabinets, check hinges and locking devices.
- Carry out a function check on radiator valves
- Do switches and sockets work?
- Check roller shutters, venetian blinds, sun blinds etc. by lowering them down.
- Check room and apartment door keys for mobility
- Is the doormat - if one belongs to the rental object - available, cleaned?

### 2. cleaning

The cleaning of the rented object including all adjoining rooms must be carried out flawlessly on the agreed date. The rented property must be as clean as you, as tenant, would like it to be.

Please follow the instructions below:

- Chip unsealed parquet floors, wipe with liquid wax and bloch (under no circumstances wash up).
- Treat sealed floors or floors made of plastic or linoleum with a special agent (never with steel chips).
- Have fitted carpets cleaned by a specialist using a spray extraction process
- Repair dowel and nail holes
- Wash off all woodwork (doors, panelling, window frames etc.) with neutral soapy water; remove nails and screws attached by the tenant.
- Clean the inside and outside of the cupboards damp (remove contact paper and adhesive on the trays).
- Clean kitchen and sanitary appliances such as hot plates, dishwasher, bathroom sink, toilet and bathtub with a non-acidic special agent. Modern ovens are often specially coated on the inside - never treat with sharp items! Gently remove limescale residues from enamelled or glazed sanitary facilities.
- Unclog and clean drains
- Defrost the refrigerator and freezer and clean thoroughly according to instructions.
- Thoroughly clean steam exhaust in the kitchen and ventilation cover in indirectly ventilated rooms incl. ventilation duct; replace filter, if existing also carbon filter
- Clean windows inside and out, including blinds and shutters.
- Have the fireplace cleaned by a chimney sweeper.
- Clean screed and cellar compartments including windows and orchards

- Clean letterbox and mailbox.
- Thoroughly clean garage/garage space including tyre box and windows. Remove oil stains (mostly possible with cat sand).

### **3. repairs / replacement**

Frayed roller shutter belts and cracked or missing window panes must be replaced. Dripping taps must be sealed and defective switches, sockets and door locks repaired. Missing lighting fixtures, water glasses, soap dishes, ice dishes etc. are to be replaced by the tenant. Nails, screws and hooks used to fasten objects must be carefully removed.

### **4. special devices**

Devices that you had installed at your expense are to be eliminated under restoration of prior condition. Other written agreements between the parties are reserved.

### **5. key**

All keys, including any keys made subsequently at your own expense, must be handed in at the time of handing over the apartment.

### **6. meter / telephone**

Please ensure that your gas, electricity and other meters are read on time and that your telephone line is disconnected.

### **7. dates**

The apartment must be handed over no later than the day after the end of the rental period, until 12:00 o'clock noon, all repair and cleaning work shall be carried out before this date. Please note the above regulations.

It is in the interest of both parties if the rental relationship can be terminated in good agreement with you. Please inform us as soon as possible about the exact time of the apartment delivery.