



Information on returning your flat

Edition January 2017

The legally binding German original text was handed over to the tenant at the time of signing the tenancy agreement.

The rental property has to be completely cleared at the time of handover.

In order to facilitate the upcoming returning of your flat we would like to give you the following hints and tips:

Installations made by the tenant

Installations made by the tenant have to be professionally removed in advance unless agreed otherwise in writing between landlord and tenant.

For example:

- Remove floor coverings including glue residues
- Remove hooks and stickers from doors, walls, tiles etc.
- Remove all nails and screws from ceilings and walls
→ plug holes will be closed by our painter
- Remove contact paper from closets, tiles etc.
- Remove your additional electrical installations

Tasks to be carried out by the tenant

Please have the following works carried out professionally in advance:

- Replace ventilation filter pads (kitchen / bathroom / toilet)
- Replace faulty illuminants
- Replace faulty parts on kitchen equipment
- Confirmation of maintenance work carried out on the following devices, where applicable, have to be available at the time of returning your flat:
 - dishwasher
 - washing machine and/or tumble dryer
 - individual hot water tank
 - instantaneous gas-fired heater

If you have a fireplace in your flat you must have it cleaned by the chimney sweeper

→ the same applies to wood-burning stoves and outdoor fireplaces.

→ The chimney sweep's confirmation must be available at the time of the apartment handover.

Inform the authorities

- Please arrange reading of gas and electricity meters in time
- Do not forget to unsubscribe your telephone connection and to redirect your mail
- Arrange your registration and deregistration with the local residents' registration office in time

Cleaning

The flat has to be returned thoroughly clean. This means:

Kitchen

Fitted kitchen

Clean inside and outside with a damp cloth.

Cooker / Oven

The oven has to be thoroughly cleaned. Damaged oven liner must be replaced. Baking trays, oven grids, hot plates, glass ceramic hobs and gas burners have to be thoroughly and spotlessly cleaned.

Fridge / Freezer

Must be defrosted and cleaned. After cleaning the appliance has to be switched back on to level 1.

Extractor hood / Extractor fan

Before replacing the filter pad the device must be thoroughly cleaned.

Bathroom / Toilet

Bathtub / Fittings / Toilet pan / Wall tiles

Must be thoroughly cleaned and decalcified.

Mirrored bathroom cabinets

Have to be cleaned inside and outside. Masking paper has to be removed.

Windows / Doors / Frames

Have to be thoroughly cleaned inside and outside.

Shutters / Roller blinds / Awnings

Shutters and roller blinds have to be washed off. Awnings have to be brushed down.

Floor coverings

Floor coverings have to be thoroughly cleaned and mopped.

Balcony / Terraces / Secondary rooms (cellar/attic compartment, hobby room etc.)

Those have to be cleared and mopped. Cobwebs have to be removed.

Use of the cleaning fee

If a cleaning fee has been defined in the tenancy agreement the following tasks are included in the final cleaning by the landlord and do not need to be carried out by the tenant:

- Windows / Doors / Frames
- Shutters / Roller blinds / Awnings
- Floor coverings