



Checklist for Apartment Handover

Handover

Please contact us at least one month before the termination date of the rental agreement to arrange the handover. If you cannot be present at the apartment handover, please send a written authorization for your representative. Note that the representative can only make legally binding agreements with a valid power of attorney.

Vacating

Unless agreed otherwise in writing, the property must be completely cleared. Don't forget the cellar compartment, attic compartment, letterbox, and garage! Remove all tenant structures unless agreed in writing.

Maintenance Work

Refer to the "General Provisions of the Rental Agreement", especially the section on final handover of the property. Return the premises in the condition stipulated in the contract by the cancellation date. Repair any damage caused by you before the end of the tenancy. Renovation work should only be done by specialists approved by us. The necessity of such work will be determined during the handover or, if necessary, during a prior inspection of the apartment.

Cleaning

Thoroughly clean all rooms and facilities in your rented property, including the woodwork, roller shutters or slatted blinds, windows (inside and outside if double-glazed) and radiators. Pay special attention to cleaning the hob, oven, bath, sink, and toilet. Carefully remove limescale residues using a non-acidic agent. Specialized cleaning of textile floor coverings belonging to the property should be carried out by a professional company. Proof of this service must be presented during the handover.

Replace the extraction hood filter in the kitchen and the bathroom extraction filter. Professionally service appliances taken over for sole use, such as ventilation systems, dishwashers, washing machines, tumble dryers, fireplaces, etc. Proof of servicing should be presented during the handover.

Apartments that are unsatisfactorily cleaned must undergo a follow-up cleaning, with the costs borne by the departing tenant. Do not forget to thoroughly clean the attic and cellar compartments, including the fruit cupboard, letterbox and milk/parcel box. Remove all nameplates.

Keys

Surrender all keys, including any subsequently ordered ones. Failure to return the listed keys will necessitate the replacement of the lock cylinder, if required for the entire building due to security reasons, with the departing tenant bearing the corresponding costs.

Don't Forget

- Timely deregistration at the residents' registration office for your location
- Cancellation with the electricity supplier (final reading of electricity meter)
- Transfer of telephone connection to new location
- Notification of the new address at the post office (forwarding order)
- Update SERAFE AG with new address

Thank you for ensuring a smooth handover – Best wishes your move!