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checklist for moving out

tips for a smooth
apartment handover

handing over **the right way**

It is advised to have a look in your rental agreement and possibly additional agreements. Most of the time the apartment has to at least be in a clean state (windows, doors, switches, flooring etc.) and cosmetic repairs should have been made at the time of handover.

Please also take care of any damages caused during your time of rent. If you are still unsure about how to hand over the apartment, make an appointment for a pre-handover. There, any final questions can be clarified and renovation and repair work can be discussed.

A proper handover is in the best interest of both partners of the contract. The property owner wants to receive the apartment in a satisfactory state and the tenant wants to fully concentrate on his new home. On top of that, the contractual condition of the apartment is the requirement for the repayment of the deposit.

giving notice **on time**

Definitely remember to give your notice of moving out on time, to prevent unpleasant double payments of your rent.

Usually, unlimited rental agreements have a notice period of 3 months. If you are unsure read over the agreements in your rental contract.

If possible conclude your new rental agreement **before** giving your notice of moving out - because once your rental agreement is cancelled, you have no entitlement to extension.

checklist

- apartment completely empty?
- own installations removed?
- cosmetic repairs made?
- floors, windows and doors cleaned?
- wall tiles, switches and sockets clean?