

- make a final acceptance date with your caretaker (date when you hand over the keys)

**If the appointment cannot be kept, please contact the caretaker immediately to arrange a new one**

- After handing over the room key the caretaker keeps the final inspection protocol. **Only then the deposit can be released.** (This is transferred back to your bank account 2 months after the end of the rental contract.)
- If you close your SEPA-enabled bank account, please ask the caretaker for a form to enter an international bank account.

**Room:**

- All personal belongings are to be removed
- All furniture must be wiped damp inside & out, the top of the wardrobe, too
- Any stickers must be removed from the furniture
- Clean under the bed and/or the mattress
- Wash the mattress topper at 90 degrees
- Close drill & dowel holes
- The room door as well as the door frame must be cleaned from the inside & outside
- Clean lamps, replace missing bulbs if necessary
- If there is a balcony, do not forget to clean it

**Kitchen:**

- Clean kitchen cupboards outside & inside
- Clean countertop & sink
- Clean refrigerator & defrost freezer if necessary
- Carefully clean stove, oven & smoke hood

**Bathroom:**

- Clean shower, sink & toilet properly
- Clean the mirror, clean the tiles with bath cleaner and remove lime deposits

**Corridor:**

- Clean doors
- Cleaning the ventilation
- Clean corridor cupboards outside & inside

**For all rooms:**

- Clean windows, remove fly screens, clean light switches
- Wet mop the floors and dispose of rubbish everywhere

If the room is not clean, the **cleaning costs will be deducted from the deposit!** **If the common rooms (kitchen/bathroom/corridor) are not clean, all residents of the flat will pay the cleaning costs!**

Damages or defects determined at the final check-out (Endabnahme) as well as costs due to the rentee's fault (for example multiple necessary check-outs due to the need of the rentee, a delay of the moving out date) will be charged on the rentee's account. (§7 (3) General Term and Conditions)

