

## Checklist for moving out

### Key handover

To arrange the key handover please contact us 2-4 weeks before the move out.

### Report any defects

Please inform us about any known defect in the apartment.

### Get all work according to §7 done

Due to §7 in your contract please get done all needed cosmetic repairs before moving out:

- Painting of walls and ceilings
- Take care of the floors
- Get rid of little wooden or plaster defects e.g. holes

If you want to hire us to do the painting please contact us in advance of the key handover. Please be aware that the key handover should then take place at least one day earlier, so we can get the work done in time.

### Clean the apartment

The apartment has to be fully cleaned at the key handover.

If you want to hire us to do the cleaning please contact us in advance of the key handover. Please be aware that the key handover should then take place at least one day earlier, so we can get the work done in time.

*Be aware that we will deduct all cost for cosmetic repairs from the deposit if you do not get them done until the key handover.*

If you do not know what exactly needs to be done in your apartment, please contact us to arrange an appointment for a pre-inspection.

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Geschäftsführer:  
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Dr. Klaus-Henner Riebeling

Zertifizierter Verwalter  
gem. §26a WEG



Zertifiziert nach  
ISO 9001:2015