

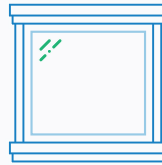
Checklist for the Apartment Handover

The apartment has to be clean for the handover.


Tenants also have to pay for minor repairs. The landlord pays for cleaning or repairs that could be dangerous or too difficult for a person with average talent in craft.

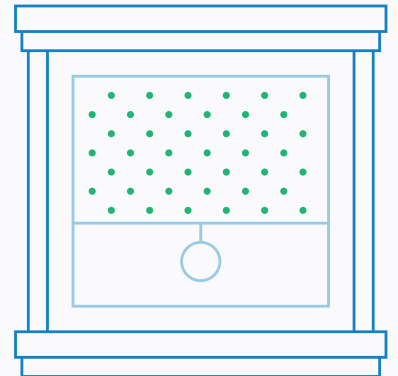
Windows

- Clean outside and inside
- Clean window sills



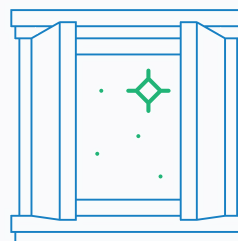
Shutters / roller blinds / slats

- Clean
- Apply oil if mentioned in rental agreement
-  **FYI:** Sometimes the management demands that pull-up strings are to be replaced if they aren't in good shape. However, this doesn't belong to minor repairs and the landlord has to pay for that.



Blinds incl. hinges

- Brush
- Remove cobwebs



Floors

- Clean floors with suitable cleaning agent
- Unsealed wooden floors: polish if required
- Sealed wooden floors: clean with water
- Try to remove stains you've caused
- Shampoo carpets if required

Walls

- Clean "picture outlines" with special sponges

Wood work

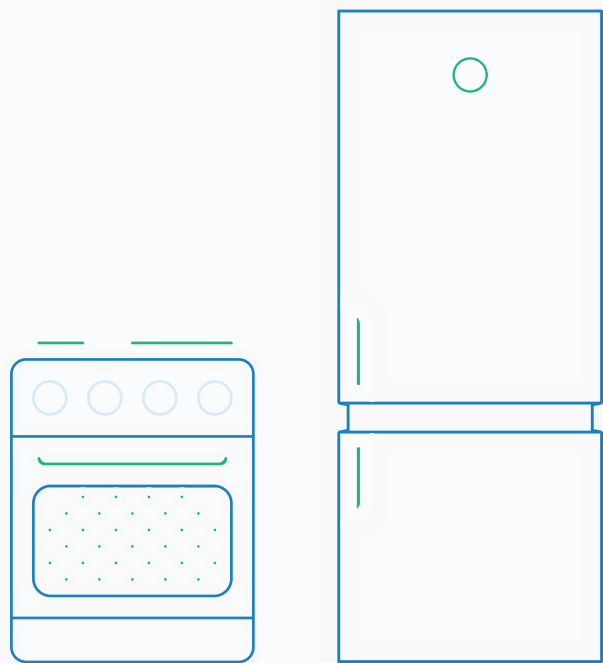
- Use soap water to clean

Refrigerator / freezer

- Clean
- Vegetable compartment, glass shelves, egg container and ice container should be available
- Check rubber seal for tears, replace if needed
- Check inside lighting and repair if needed

Stove

- Clean and remove grease
- Gas stove: clean flame output area



Oven

- Clean
- Check inside lighting and control lamps
- Baking tray, grid and grill accessories without stains: replace if needed

Kitchen ventilation / ventilator

- Replace filter pads
- Clean metal filter (it can be cleaned in the dishwasher)
- Clean filter casing and remove grease



Dishwasher / washing machine / tumbler

- Clean




 **FYI:** A service isn't needed, since it doesn't belong to minor repairs and a professional is needed.

Descal

Use a professional descaling agent. MOVU recommends durgol.


- Chrome steel and steel in the sink, bathtub, etc.
- Shower pipes and sprinkler heads
- Plugs and drains (kitchen, bath, toilet, shower)
- Faucets, seals and handles incl. removable reduction nozzle
- Toothbrush holder
- Soap dish
- Toilet tank
- Ceramic wall tiles



 **FYI:** Sometimes landlords require that the boiler is to be descaled, too. With a short tenancy, this doesn't need to be done, because the boiler should be descaled every five years. The landlord can ask for a payment on account.

Clogged drains

Unclog (if possible)

 **FYI:** Unclogging pipes isn't needed, since it doesn't belong to minor repairs. Tenants only need to unclog wastewater siphons if they're easy to open.

Remove

Adhesive, self-adhesive film and hooks

Lining paper

Wallpaper, carpets and other things installed by the tenant


Electric cables, telephone cables

Plants and flower-boxes

Mosquito nets

Glue residue

Nails, dowels and screws (cover dowel holes expertly with putty)

 **FYI:** It's recommended to check with the landlord whether dowel holes should be closed by the tenant. If a painter will take care of it, tenants should confirm, that they don't have to pay for that.



Check condition and functionality

Fuse

Fluorescent lamps

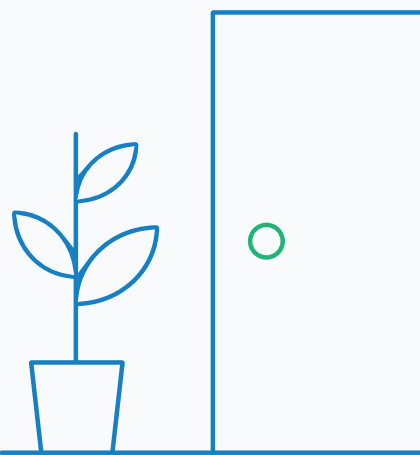
Lamp glass

Light bulbs

Sockets

Electrical switches

TV and telephone connection



Check for completeness

- Manuals for all devices
- Closets: Shelf boards and brackets, clothing rails and keys
- Keys for doors, cellar, attic, built-in closets



Don't forget

- Sweep garage / parking area / carport and clean possible oil stains
- Clean attic / cellar / mailbox

During the apartment handover

- Keep important cleaning utensils ready
- Cleaning company: A representative of the company should be present
- Note down the meter readings for gas and electricity

