

Information when moving in/moving out

Moving in:

- The **moving in fee** is due when moving in. The fee of 142,80 EUR has to be paid to the bank account in the renting contract.
- The **key handover** has to be fixed with the Immobilienverwaltung Riebeling, in some certain cases you have to fix this directly with the owner of your apartment. Appointments are possible Mo – Fr from 8:30 am to 4:00 pm. We will do a documentation of damages with you. Please call 0941 307170 and tell us where you are going to live. We will give the contact for fixing an appointment to you.
- The **deposit** (§4 in the renting contract) has to be paid 72h after you got the signed contract from our side. Please bring the transaction receipt and your bank statement to the key handover. According to the renting contract we only accept cash or bank transactions (no deposit bailings or savings).
We invest your deposit on our escrow account. This counts as rent security deposit.
- The **proof of insurance** according to the renting has to be handed over (please find as well the information concerning tenant insurance)
- We register you at the electricity provider. The electricity fee is not included in the monthly utility fee. You will get a separate bill from the provider

Moving out:

- The **key handover** has to be fixed with the Immobilienverwaltung Riebeling, in some certain cases you have to fix this directly with the owner of your apartment. Appointments are possible Mo – Fr from 8:30 am to 4:00 pm. We will do a documentation of damages with you.
- You have to send a **cancellation letter** within the notice period of 3 months before you want leave. This letter has to be signed from the contract partner and has to be sent to us via post as an original. Please note: Leaving is only possible on the 31st of march or 30th of September. If you want to leave in between please see the information for subsequent letting or subletting.
- When there is no partial damage and no rental backlog we pay back the **deposit** by deducting an amount for the utility statement. The utility statement will be done in the middle of the following year.

Kontakt Sondereigentumsverwaltung/ Vermietung:

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Handelsregister:
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Ust.-IdNr.: DE277800763

Geschäftsführer:
Dipl.-Kffr. Sissi Riebeling,
Dr. Frank-Henner Riebeling,
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Zertifiziert nach ISO 9001



Verbundzertifizierter Immobilienverwalter e.V.