

## Information for moving out

### How to return your apartment

According to your rental contract §7 you have to perform cosmetic repairs (if necessary) before the final inspection of your apartment at the move-out.

This includes:

- Painting of ceiling and walls
- Appropriate care of the floor
- Removing of smaller wooden or plaster damages in walls, e.g. dowel holes (this also includes that you might need to paint the complete wall)

The apartment has to be left appropriately cleaned and cleared of all personal objects at the move-out.

Please note: Omitted cosmetic repairs or inadequate cleaning will be deducted from the deposit. For final cleaning we will charge a minimum of EUR 150,00 and for painting a minimum of EUR 300,00.

If you are not sure if you need to perform cosmetic repairs please contact us to arrange an appointment for inspecting the apartment **before** the final inspection at the move-out.

### Refund of the deposit:

After the final inspection of the flat we will arrange the refund of your deposit.

This will usually take up to 3 months. Please consider that it takes much longer to transfer the deposit to a foreign bank account. For this reason we would appreciate if you leave your German bank account open or give us another German bank account we can refund the deposit to.

Despite reducing the deposit because of inadequate cosmetic repairs, other damages or rental backlogs we will retain an amount of three monthly advance payments for utility payments. The statement of utility payments will be issued in the following year. (e.g. statement for 2016 until end of 2017). The retained amount of the advance payments will be set against the credit or outstanding payment.

### Viewings of your apartment

For renting your apartment to the next tenant, we will send them to you for viewing the apartment. We will contact you if we need your help or need to plan visits.

### Please contact:

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Zertifiziert nach ISO 9001



Verbund zertifizierter  
Immobilienverwalter e.V.