

INSTRUCTIONS FOR MOVERS

Tenant must take care of proper cleaning of the apartment and other tasks mentioned below when moving out.

New tenant is eligible to receive the apartment to their use cleaned without any need for cleaning or repair work. If these instructions are neglected, the landlord has the right to charge the tenant according to current price list and realized actual costs.

If these instructions have been neglected and the landlord is forced to re-check the level of cleaning, tenant will be charged according to the price list.

Check the box after completing the following tasks:

ALL PREMISES


- Trash and excess junk has been removed from the apartment, balcony and common areas.
- Tape, stickers and stains have been removed and all surfaces have been wiped, including door handles, light switches, floors, painted walls, behind the radiators and ventilation valves.
- Windows have been washed, at least from the inside during winter months.
- Cupboards and doors have been wiped.
- All fixed lighting and the fire alarm have been checked and working.
- Joint boxes on the ceiling are fixed to their place.
- Ventilation valves have been cleaned of dirt and grease.
- Mirrors that have been attached to the wall with tape as well venetian blinds have been left to their place.
- If doors or cupboards have been removed by the tenant (eg. for the dishwasher), they have been put to their original place.
- Other than normal wearing of the surfaces and fixed fittings is been repaired.
- Apartment instruction manuals have been left in the apartment.

KITCHEN

- Fixed fittings and shelves have been wiped clean and spotless. Remember to clean the cutting board also.
- The stove, the oven and baking trays have been washed.
- The stove has been pulled out and the backside, and the floor under the stove has been cleaned.
- The cooker hood has been cleaned and the filter has been removed, washed and put back to its place.
- The refrigerator/freezer has been defrosted and washed inside as well as outside and the backside.
- The refrigerator/freezer has been left unplugged and doors have been left open.

Do not ever leave the refrigerator/freezer to defrost without supervision since melting ice may cause water damage.

- Taps, sink and all the surfaces including the wall behind counters have been cleaned.
- The dishwasher has been removed and all the plumbing work has been completed fully and the functioning has been tested by running water from the tap to check any possible leaks.

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WASHING ROOM/WC

- The toilet seat, the sink and taps have been cleaned thoroughly.
- Walls and the floor have been properly cleaned including a possible shower wall.
- Mirrors and cupboards have been cleaned.
- The floor drains have been cleaned thoroughly by removing the lid and washing the drain with a brush and water.
- Washing machine connecting valve and pipe has been left to their place.

SAUNA

- Benches, steps and the floor have been washed.
- The floor drain has been cleaned thoroughly by removing the lid and washing the drain with a brush and water.
- The door has been cleaned bright and spotless.

BALCONY/TERRACE, STORAGE ROOM, COLD STORAGE, COMMON AREAS, YARD

- Any trash and excess junk has been removed from any space belonging to the apartment and the common areas.
- Storage room belonging to the apartment has been wiped and dust removed from the shelves.
- The yard belonging to the apartment has been removed of any trash and is left to good condition. Any possible planting must be left to their place.

OTHER

- Possible safety lock has been left unlocked.
- Leaving any items (for example washing machine or furniture) to the common rubbish bin to be thrown away is forbidden.

Return this blanket to janitor's mail box.

Address: _____

DATE AND SIGNATURE

____ / ____ 201__

Tenant's name, signature and phone number

