



## CHECKLIST FOR MOVING OUT

The apartment and common areas must be emptied and cleaned before the tenancy agreement ends.

In a shared apartment all tenants are together responsible for tidiness of the common areas (bathroom, toilet, kitchen, hallway, balcony). The cleaning of common areas must also be agreed when one of the residents moves out of the shared apartment.

If the final cleaning is neglected, LOAS has the right to have the apartment cleaned at the tenant's expense (deposit/invoice). Cleaning should be completed before handing in the keys.

We apply the price list below if there are deficiencies in the cleanliness and/or condition of the apartment or furniture.

### FINAL CLEANING

- Wipe the floor, walls, table surfaces, and doors with a damp cloth. Clean the floor underneath the oven and the wall behind it (pull the oven out by opening its door and holding from the inside. DO NOT PULL FROM THE HANDLE).
- Wash all four surfaces of the windows and the space between the windows. Leave the outside unwashed in winter.
- Clean the air supply vents.
- Empty, clean, and wipe the cupboards and drawers, don't leave any food items in the cupboards.
- Clean the toilet and bathroom (water tap, sink, toilet seat, bathroom furniture), clean the floor drain, wash walls, floor and the shower curtain/ shower screen.
- Clean kitchen's water tap and sink. Ensure also that there are no leaks.
- Clean the oven (also from the sides and back), cooker, cooker hood and its filter. If cooker hood filter has not been cleaned, LOAS charges 50 € for the replacement.
- Clean the fridge and defrost the freezer, leave the fridge switched on.  
If you have your own electricity contract, turn the power off and the leave doors open.
- Take away all personal items (remember the mattress) and waste, including those in the storage and on the balcony. Don't leave any furniture or domestic appliances that you no longer need at the waste collection points, in the cellar premises or in the apartment. Recycling centers collect items that are in good condition from your apartment, often free of charge. If LOAS has to take away extra stuff, the expenses will be charged from the tenant, cost 50 €/h, charged according to the hours completed.
- After the final cleaning, the apartment must not have any disturbing stains, the cupboards must be clean, and the place should have a clean smell.
- Close all the windows and lock the door, also the door of your room in a shared apartment.

### OTHER THINGS

- Check that all light fittings are in working order, all electric equipment undamaged and safe to use, and the fire alarm in its correct place and working. Change the screw-base light bulbs, that are not working. If other bulbs are not working, create a fault report in Intra.
- If you disconnect a dishwasher/ washing machine by yourself, remember to plug the pipes for avoiding any water damage. If the pipes are left unplugged, LOAS charges for plugging according to the price list.
- If you have rented a furnished apartment, ensure that all pieces of furniture are assembled and in the apartment. Ensure also that the furniture is in a good condition.
- Your key must be returned to LOAS when your agreement ends by the next business day till 12 noon at the latest. There is a mailbox located to the right of the LOAS office's front door and it is available 24/7. Please put the key(s) in an envelope and write on it your name and the address of the apartment the key(s) you're returning for.
- Remember to make a notification of move to Digital and Population data services agency!
- Fill in a fault report in LOAS intra of any flaws that you observe.



#### PRICE LIST FOR CLEANING, TAKING AWAY STUFF LEFT IN THE APARTMENT, PIPES NOT PLUGGED

If the resident has not done the final cleaning, it will be invoiced according to this price list:

Cleaning, €/hour (min. 1 hour)	45 €
Removing tapes from air supply vents	60 €
Taking away any items left by a tenant, (€/h)	50 €
Pipes not plugged (dishwasher/ washing machine)	70 €

Cleaning that requires an exceptional amount of work will be charged according to the supplier's invoice.

#### FURNISHING AND EQUIPMENT

If equipment/ furniture need to be renewed the following price list will be applied. A 30% reduction for furniture over 10 years old.

Delivery fee for the furniture	70 €
Desk	200 €
Chest of drawers	300 €
Office chair	280 €
Bookcase	320 €
Bed frame	300 €
Bed slats	60 €
Round footstool	125 €
Kitchen table	210 €
Desk lamp	55 €
Cooker hood filter	50 €
Ordinary door (e.g. toilet) without door frame	120 €
Doors according to the supplier's / repairer's invoice (apartment door, balcony door, etc.)	
Changing screw-base light bulbs	30 €
Fire alarm, battery powered	50 €
Fire alarm, mains powered	According to the supplier's invoice
Storage room padlock:	
mechanical	According to the supplier's invoice
electronical	According to the supplier's invoice

Other costs incurred by the resident will be charged to the resident based on actual costs and supplier invoices.