

Check-list for moving out Briach 2

This list is meant to help you to move out and avoid complaints:

All appointments have to be from **Monday – Friday 07.30 am – 15.30 pm. It is not possible to move out on Saturdays, Sundays or public holidays.** Exceptions can only be made by special arrangement with the caretaker and when paying extra fees (Minimum 75€).

- Give us the permission for a room inspection. We have attached the form that you have to fill out and send back to us by E-Mail or postal Mail. We will have a look at the room and tell you which walls you have to paint and what else you have to do until you move out.
- Write to Hausmeister@studentenwerk-ev.de two weeks in advance to get an appointment for moving out. The appointment has to be from Monday to Friday between 07.30 am and 15.30 pm.
- Paint the walls according to the instructions by the caretaker. You get all the equipment and the paint for free from the caretaker. Please contact him on the day you want to paint in order to get all the equipment (Tel. 0171-5259639 from Monday to Friday 07.30 am to 15.30 pm).
- Arrange for repairs if necessary. They should be completed by the time you move out.
- Clean/Wash the mattress and the storage box below the bed
- Clean lamps and all furniture
- Clean the door
- Clean bathroom and toilet (if one person leaves everything has to be clean!)
- Take out all your belongings and all the bedlinen and your pillow and blanket before you meet the caretaker for moving out.
- After signing the move-out-protocol hand the key back to the caretaker and leave the dorm.
- If you don't want to keep your private liability insurance with VHV, please note that you have to cancel the insurance yourself as it renews itself each year.

Permission to enter the room
(please send us the form **4 weeks before you move out - not before**)

I hereby give the permission to Studentenwerk Weiße Rose e.V., to enter my room between 07.30 am and 15.30 pm on a weekday **without my presence** to check what has to be painted and what else has to be done before I move out.

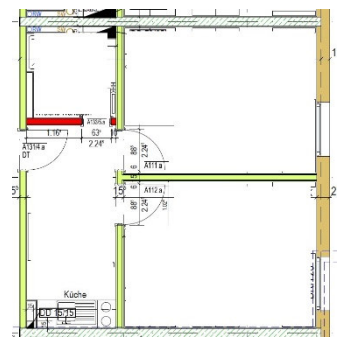
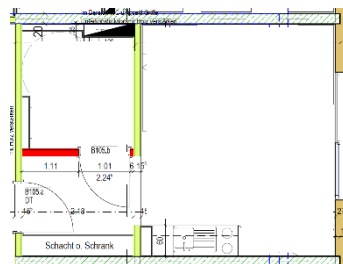
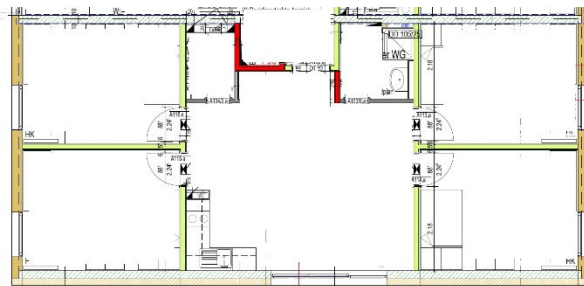
Name: _____

Room Number: _____

Date of Signature: _____ Signature: _____

This will be filled out by Studentenwerk Weiße Rose e.V.:

The following things have to be painted/done in your room:



Please note that we can provide you with an instruction manual for painting. Please note that you always have to paint the whole wall from ceiling to floor. Painting only the dirty spots is not allowed. You risk that we will charge you with the painting by the caretaker when you do something like this..

In addition to that the following things have to be done:

- Cleaning of the mattress (wiping it or washing the shell of the mattress).
- Cleaning of window, shutters, surfaces, cupboards (inside and outside), bed, drawer under the bed, slatted frame, chairs...simply everything that belongs to the Studentenwerk.
- Please don't forget to clean under the bed and below the slatted frame.
- Cleaning of the door to the room and/or the flat
- Removal of all furniture and things that you have brought to the flat. The new tenant does not take over anything.
- All lights in the dorm have to work

In addition to that the bathroom, the toilet and the kitchen of the flat have to be in a clean and proper condition. It doesn't matter who cleans – but when YOU move out YOU are responsible that it is clean. Otherwise we will send a cleaning team and share the costs with your flatmates.

Inspection on the _____ at _____ (time) by _____