

### **Check-list for moving out of Henri-Dunant-Str. 6, Ravensburg**

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

Please note that all appointments have to take place during the opening hours of the caretaker (Monday and Friday 12.00 – 13.30 pm, Wednesday 17.00 – 18.30 pm)

- Write to [info@dls-group.de](mailto:info@dls-group.de) or call 0751-88877620 two weeks in advance to get an appointment for a room inspection. During this inspection the caretaker tells you which walls you have to paint. In addition to that you can agree on an appointment for moving out.
- Write to [info@dls-group.de](mailto:info@dls-group.de) to get an appointment for moving out (if you have not made an agreement during inspection). The appointment has to be from Monday and Friday 12.00 – 13.30 pm, Wednesday 17.00 – 18.30 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 2-3 days before you want to paint in order to get all the equipment.
- Arrange for repairs if necessary. They should be completed by the time you move out.
- Replace broken bulbs in kitchen and bathroom. New bulbs can be obtained from the caretaker against cash-payment. If you share the bathroom with others you have to make arrangements with the other tenants to share the cost.
- Clean the window and carefully clean the shutters
- Wash out lamp and all furniture
- Clean the door
- Clean bathroom and toilet (if one person from the flat 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.