

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). In the end of September, when most contracts end, there will be additional opening hours.

- Give the caretaker the permission to enter the room. We have attached the form that you have to fill out and send back to the caretaker by E-Mail or postal Mail. They 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 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.

**Please note that you have to return your keys at this appointment.
After this appointment you cannot enter the dorm anymore!**

- 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. Please also check if the bathroom needs painting.
- 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 talk to the other tenants to share the cost.
- Clean/Wash the mattress and the storage box below the bed
- Clean the window and carefully clean the shutters
- Clean 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.

Permission to enter the room
(please send the form via E-Mail to info@dls-group.de
4 weeks before you move out - not before)

I hereby give the **permission** to Dienstleistungsgruppe Schussental to enter my room **without my presence** between 07.30 am and 19.30 pm to check what has to be painted and what else has to be done before I move out.

Name: _____

Room Number: _____

Signature Date: _____

Signature: _____

This will be filled out by Dienstleistungsgruppe Schussental:

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 flat 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. That includes e.g. the cleaning and dechalking of the tiles, the tap and the shower cabin in the bathroom. In the kitchen that includes e.g. the inside of the cupboards, the stove and the underside of the upper cupboards. It doesn't matter who cleans – but when YOU move out YOU are responsible that it is clean. Otherwise we will send a cleaning and/or painting-team and charge the cost to YOU.

Inspection on the _____ at _____ (time) by _____