# Move-out Checklist

Guide for tenants – supplement to "GOOD 2 KNOW" and to the information sheet on returning the rental property. Handing back your apartment is no rocket science: with structured preparation, nothing gets forgotten. The aim is to hand the property over to the next tenants in perfect, clean condition. The basis is the condition report drawn up when you moved in and your lease.

> **Important:** If a **second handover inspection** becomes necessary through the tenant's fault (e.g. insufficient cleaning, incomplete removal of installations or a missed appointment), it will be invoiced at **CHF 150.00**. Any additional cleaning required will also be at your expense.

## 01 PREPARATION & APPOINTMENTS

Organisation before moving out

| Task | What needs to be done? | OK |
|---|---|---|
| **Terminate the lease** | Notice of termination submitted on time and in the correct form. | ☐ |
| **Handover date** | Arrange with your property manager **at least one month before moving out**. | ☐ |
| **Representative** | If you cannot attend: give the person you appoint a **written power of attorney** – only then can they make legally binding agreements. | ☐ |
| **Report damage** | Inform the landlord and your liability insurance in good time. | ☐ |
| **Successor / takeovers** | If the next tenants take over fittings or items, they sign a **written declaration**: they will remove them when they move out and are liable for any resulting damage. | ☐ |
| **Clearing out** | Completely empty the apartment as well as the cellar, attic, garage and storage rooms. | ☐ |
| **Removal of installations** | Remove your own installations and any taken over from the previous tenant. | ☐ |
| **Painting walls** | Have walls painted in colour professionally repainted in an opaque neutral colour (white). | ☐ |
| **Telecommunications** | Cancel your phone and internet connection; have any sockets adapted if necessary. | ☐ |
| **Standing order** | Adjust or stop the rent payment in good time. | ☐ |
| **Keys** | Check that all keys are present according to the lease/receipts (incl. keys copied later). | ☐ |
| **Caretaker & neighbours** | Announce the moving day (access for the removal company, use of the lift, parking). | ☐ |
| **Meter readings** | Note electricity, gas, heating and hot water yourself on the day you move out; book a reading with the electricity supplier. | ☐ |
| **Chimney sweep report** | Fireplace / hot-air stove: have flues and pipes cleaned by a chimney sweep (keep the invoice ready). | ☐ |

### Approx. 14 days before moving – deregistration & change of address

| Office | What needs to be done? | OK |
|---|---|---|
| **Municipality** | Deregister at the district or municipal office; register at your new place of residence. | ☐ |
| **Civil protection** | Inform the section or local commander (if liable for service). | ☐ |
| **Energy & media** | Electricity supplier (meter reading), phone and internet provider, Serafe. | ☐ |
| **Change of address** | Post office (mail forwarding), bank, insurance companies, health insurer, road traffic office, doctor/dentist, employer, newspaper and magazine subscriptions. | ☐ |

## 02 REPAIRS & MINOR MAINTENANCE

At the tenant's expense

On handover, the condition of the property must comply with the contractual agreements. Minor repairs and defects must be remedied at your own expense before the handover date – even if the parts have reached the end of their service life (provided they are available from specialist retailers). Work may only be carried out by specialist firms approved by us; your property manager will be happy to give you their addresses.

### To be replaced & repaired

| Item | Measure | OK |
|---|---|---|
| **Roller shutters / blinds** | Replace defective and brittle straps, plastic crank parts and crank holders. | ☐ |
| **Plumbing** | Replace damaged seals, Neoperl aerators, shower hoses, taps/tap heads, handles, tooth glasses and soap dishes. | ☐ |
| **Bathtub / washbasin** | Have enamel damage repaired by a specialist firm. | ☐ |
| **Electrics & ventilation** | Replace defective fuses, bulbs, starters, lamp glasses, sockets, switches and filter mats (bathroom/WC fans). | ☐ |
| **Kitchen** | Replace defective vegetable drawers, fridge bulbs, stained baking trays and racks as well as the metal and carbon filters of the extractor hood. | ☐ |
| **Gas cooker** | Clean burner caps and pan supports; replace defective parts. | ☐ |
| **Dishwasher, washing machine, dryer** | Have defective parts replaced by a specialist firm. | ☐ |
| **Locks & fittings** | Have defective parts of door, window and cupboard locks replaced. | ☐ |

### To be removed completely & restored

| Area | Measure | OK |
|---|---|---|
| **Adhesives** | Remove glue, adhesive films and self-adhesive hooks without leaving residue (don't forget the letterbox). | ☐ |
| **Cupboards** | Remove all shelf lining paper. | ☐ |
| **Floor & wall coverings** | Completely remove your own floor coverings, carpets and wallpaper. | ☐ |
| **Fixings** | Remove nails, wall plugs, screws, hooks and loose fixings. | ☐ |
| **Name plates** | Neatly remove doorbell, letterbox and your own door name plates. | ☐ |
| **Own installations** | Remove lamps, shelves, shower curtain rails etc. that you installed and restore the original condition. | ☐ |
| **Planters** | Building's own planters: weed and remove all soil. | ☐ |
| **Balcony & garden** | Remove moss from and clean the balcony parapet and floor; weed the garden patio and mow the lawn. | ☐ |

> **Important rule on wall plug holes:** Please do **not** fill nail and wall plug holes yourself. Incomplete or unprofessional filling (e.g. toothpaste, wrong plaster) leads to costly repainting work. Leave the holes open – we will arrange for professional repair. The cost of professional filling is borne by the tenant.

## 03 CLEANING

Principle: mild cleaners, no abrasives

Clean the property the way you would like to find it when moving in. You are free to clean it yourself or to hire a cleaning company.

### Living & bedrooms / general

incl. hallway & storage rooms

| Item | Requirement | OK |
|---|---|---|
| **Floors & skirting** | Clean appropriately for the material. Only damp-mop sealed parquet, linoleum and PVC; polish unsealed floors – do not apply hard wax or varnish. | ☐ |
| **Carpets** | Fitted carpets must be professionally cleaned using the spray-extraction method (keep the receipt ready). | ☐ |
| **Walls & wallpaper** | Wash with mild soapy water and a slightly damp sponge. | ☐ |
| **Windows & frames** | Glass streak-free. Clean frames (fronts, grooves, drainage slots, inside/outside) with a mild cleaner; oil hinges. | ☐ |
| **Blinds & shutters** | Wash roller shutters, Venetian blinds and slatted blinds with a mild cleaner; brush awnings. | ☐ |
| **Doors & cupboards** | Wipe doors with a damp cloth, dust frames/fittings, oil hinges. Clean built-in cupboards thoroughly inside and out. | ☐ |
| **Technical & heating** | Dust radiators (including the back). Wipe sockets, switches and covers with a damp cloth (caution: switch off the fuse). | ☐ |
| **Balcony / patio** | Clean the floor and parapet, remove moss, clear the drains. | ☐ |

### Kitchen

appliances as per manufacturer's instructions

| Appliance / area | Requirement | OK |
|---|---|---|
| **Extractor hood** | Degrease or replace metal grease filters, clean the fan. Replace the carbon filter (show the purchase receipt). | ☐ |
| **Oven & steam oven** | Clean the interior, racks and trays so that they are completely free of grease and stains. Clean seals carefully; descale the steam oven. | ☐ |
| **Hob** | Clean ceramic glass with a scraper and vinegar water until free of streaks and burnt-on residue. Degrease hotplates; gas cooker: clean burners and pan supports. | ☐ |
| **Fridge / freezer** | Defrost, clean and disinfect thoroughly, put shelves back clean. After switching off, **leave the door open!** | ☐ |
| **Dishwasher** | Clean and descale the filter, spray arms and door seals. Enclose proof of service as per the lease. | ☐ |
| **Sink & drains** | Descale and clean the sink, taps, plugs and drains; clean the siphon. | ☐ |
| **Cupboards & fronts** | Clean grease-free inside and out; empty and wash out drawers. | ☐ |

### Bathroom & WC

free of limescale and mould

| Area | Requirement | OK |
|---|---|---|
| **Sanitary ware & WC** | Descale completely, remove all urine scale (check under the rim). Clean the lid and hinges, descale the cistern. | ☐ |
| **Bathtub, shower, washbasin** | Clean with a mild cleaner – no abrasives. Descale chrome and stainless steel trims. | ☐ |
| **Taps & drains** | Descale taps, shower heads, Neoperl aerators and hoses. Clean plugs, remove hair from siphons and flush through to the main pipe. | ☐ |
| **Accessories** | Clean and descale tooth glasses, soap dishes, mirrors and the mirror cabinet. | ☐ |
| **Tiles, grout & fans** | Wash tiles; descale grout and remove mould. Vacuum ventilation grilles, wash/replace filter mats. | ☐ |

### Storage rooms & outdoor areas

swept clean & empty

| Item | Requirement | OK |
|---|---|---|
| **Cellar & attic** | Empty completely, sweep the floors. | ☐ |
| **Garage / underground parking** | Clear the parking space and sweep it, remove oil stains. | ☐ |
| **Storeroom & locker** | Empty and wash with a mild cleaner. | ☐ |
| **Letterbox & milk box** | Empty completely, remove adhesive residue and wash out. | ☐ |
| **Laundry room** | Remove your own belongings; washing machine/dryer (if part of the apartment): clean the lint filter and detergent drawer. | ☐ |

## 04 HANDOVER DAY

Please have ready

- ☐ All keys (incl. keys copied later)
- ☐ Chimney sweep invoice
- ☐ Receipt for the carbon filter
- ☐ Receipt for carpet cleaning
- ☐ Service records (e.g. dishwasher)
- ☐ Power of attorney of your representative
- ☐ Takeover declaration of the next tenants

**Tip:** Have cleaning equipment on site for quick touch-ups.

> **Handing over the keys:** If the set of original keys listed in the lease or handover report is no longer complete, the lock cylinder must be replaced for security reasons. The cost of replacement, including the new keys, will be charged to you.

### Meter readings on handover day

| Electricity | Gas | Heating | Hot water |
|---|---|---|---|
| | | | |