

Things to consider when moving out

# Tips before moving

## INSPECTION OF YOUR APARTMENT

When you move out we will carry out a cleaning and end-of-tenancy inspection of your apartment. During the inspection, we will check the condition of the apartment and ensure it is clean. You can book your inspection by calling us on **011-21 16 70** or e-mailing [info@studentbo.se](mailto:info@studentbo.se). (Please indicate your preferred inspection date and time.)

When you leave the apartment, it must be thoroughly cleaned and in a presentable state. Associated areas, such as storage areas and spaces in any shared kitchen, must be emptied and cleaned.

If your apartment does not pass the inspection, you will have to remedy any faults and issues. A re-inspection currently costs SEK 200. If the cleaning is not approved, you will be charged for the apartment having to be cleaned once you have left. The cleaning will be carried out by a cleaning company in accordance with Studentbo's framework agreement.

## RETURNING KEYS

The person from Studentbo who carries out the inspection will take possession of the keys during the inspection. All keys to the apartment, mail box keys and electronic tags must be returned to Studentbo.

If a key is missing, the lock will need to be replaced if you have a mechanical lock. You will be charged for this. If you have an electronic lock or an iLOQ lock, you will be charged for the cost of a replacement key and any work required.



## IMPORTANT THINGS TO REMEMBER

- The apartment must be left thoroughly cleaned. Use the checklist as a guide.
- Do not forget to change your registered address. The easiest way to do this is at [skatteverket.se](http://skatteverket.se).
- Cancel any broadband services from your internet service provider. Any router or TV box loaned to you by the supplier must be returned. You will be charged for any unreturned devices. **NB!** The TV box and router belong to the apartments at *Kvarngatan 3, Nygatan 61 and Södra grytsgatan 5*.
- Do not leave anything in the apartment that does not belong there. Only those items that belong to the apartment should be left. If you are unsure, please contact Studentbo.
- Remove your name label from the apartment door and letterbox (does not apply to electronic name tags).
- Any holes in or damage to walls must be repaired before the inspection. Fill, sand and paint over any holes. The work must be carried out in a professional manner. You will be charged for any damage or holes not repaired.
- Picture hooks and nails must be removed from walls.
- All bulbs and fluorescent tubes must be working. You will be charged for any broken lights.

# Checklist

## Guidance for moving out from Studentbo



### KITCHEN/KITCHENETTE

- Fridge/freezer:** Defrost and unplug. Pull the fridge/freezer out, clean behind it, as well as the top, sides and front. Vacuum the back to remove any dust. Clean the inside. Remove and clean all accessories. Leave the doors open.
- Oven:** Pull the oven out. Clean the front, top, back and along the sides. Remove the glass door and clean. Clean the oven, oven shelves, hotplates and baking trays. The oven, hotplates and trays must be completely clean to be approved. Use steel wool and/or a cleaning agent recommended for oven shelves, hotplates and baking trays. For hobs, use a glass surface scraper for cleaning.
- Oven hood:** Clean the interior and exterior of the oven hood. Clean the filter.
- Kitchen cupboards:** Wipe and clean the doors, sides and interiors. Do not forget the edges of the doors.
- Kitchen sink:** Clean the kitchen sink, draining board, splashback and waste bin.
- Lights:** Remove any loose lampshades and clean. Do not forget the fluorescent lights above the kitchen sink.
- Chopping board:** Clean both sides.

### BATHROOM/TOILET

- Tiles and walls:** Clean thoroughly. Check that any limescale deposits have been removed.
- Shower:** Clean the walls and floor, shower head, soap dish and pipes.
- Floor drain:** Remove the cover and clean the drain. Also clean the trap and cover.
- Toilet:** Clean the toilet bowl, seat and exterior.
- Bathroom cabinets and mirrors:** Wipe out the cabinets and polish the mirror.
- Wash basin/sink:** Clean the basin and the exterior. Do not forget the taps, trap and pipes.
- Extractor fan:** Vacuum and wipe.
- Water pipes:** Clean.
- Lights:** Remove any loose lampshades and clean them.

### OTHER ROOMS

- Floors and skirting boards:** Clean, mop and remove any stains.
- Light fittings/lights:** Clean the lampshades. Replace any broken bulbs and fluorescent tubes.
- Doors and frames:** Wipe the exterior door, interior doors and all door frames. Do not forget the edges.

- Wardrobes, drawers and cupboards:** Clean and wipe the interior and exterior of all shelves and drawers.
- Windows:** Take apart and clean the interior and exterior of all panes. Do not forget to clean the window frames and sills.
- Walls and ceilings:** Clean and remove any stains.
- Radiators:** Clean all sides of the radiators, including the back.
- Electrical sockets and switches:** Clean with a well-wrung damp cloth. Warning! Sockets and switches may become conductive in contact with water.

### OTHER AREAS

- Floors and skirting boards:** Clean, mop and remove any stains.
- Storage area:** Empty and clean your storage area. Do not forget to remove the lock.
- Balcony:** Empty and clean the balcony.
- Cupboards, fridge/freezer in shared kitchen:** Empty and clean your cupboard and space in the fridge/freezer in the shared kitchen.