

THINGS TO KEEP IN MIND WHEN

# MOVING OUT



# Checklist for final cleaning

## Kitchen

- ☐ Cooker
- ☐ Top of the cooker
- ☐ Cooker plates, including edges
- ☐ Space behind the cooker
- ☐ Cooker fan
- ☐ Spice shelf
- ☐ Oven
- ☐ Baking trays
- ☐ Grille
- ☐ Drawer for baking trays

## Fridge, freezer and chiller

- ☐ Defrosting
- ☐ Cleaning

## Other items in kitchen

- ☐ Pantry
- ☐ Chopping board
- ☐ Lampshades
- ☐ Plug sockets and switches
- ☐ Doors
- ☐ Door frames
- ☐ Top edges of doors
- ☐ Walls and ceilings
- ☐ Windows, window frames and windowsills

## Bathroom

- ☐ Wash basin
- ☐ Taps
- ☐ Bath tub
- ☐ Behind front of bath tub
- ☐ Floor
- ☐ Floor drain
- ☐ Toilet
- ☐ Bathroom cabinet
- ☐ Mirror
- ☐ Valves
- ☐ Lampshades

## Other rooms

- ☐ Windows, inside and outside, and in between
- ☐ Radiators
- ☐ Doors – including top edges
- ☐ Floors
- ☐ Cupboards, wardrobes – drawers, shelves
- ☐ Plug sockets, switches
- ☐ Walls
- ☐ Ceilings

## Other areas

- ☐ Storeroom
- ☐ Garage
- ☐ Balcony



# Good to know when moving out

## ! Suggestions for simplifying your removal

Start the final cleaning already the week before, defrost fridge/freezer, clear floor drains, clean the windows and remove dust on top of and inside the cupboards. There is a lot that you can clean before packing all your household goods.

If you have a garage or a parking lot, do not forget that it must be cancelled separately.

Be in time to book removal firm or removal car/trailer.

## ! Suggestions when relocating within Karlskronahem

Participate during the final inspection of the accommodation that you are moving in to as you may then ask if you can start transferring your household goods into a storage area or into a room a couple of hours earlier. It is, however, always the existing tenant who decides if this is possible.

If you get an approval from the leaving tenant to fetch your key on an earlier date, we want this to be signed on the key receipt by the leaving tenant.

Determine with your landlord, well before the actual date, when it will be possible for you to move in, especially if the 1st of the month happens to be on a weekend.

## ! Inspection

If you have not received a time for inspection at least 14 days prior to the expiration of your contract, please contact our fault notification on **0455-30 49 00**. Before you return your keys, the accommodation is to be inspected by your accommodation host. The time for inspection is sent out automatically right after the cancellation of your contract.

You should be present during the inspection. Possible damages or a fatigue of the accommodation exceeding normal may result in you being obliged to reimburse Karlskronahem.

If you leave your apartment earlier than the time you have received for inspection and if you also want to return your keys earlier, reschedule your inspection in order to avoid waiting until the appointment you have got for inspection. Please call **0455-30 49 00**.

## ! Final cleaning

When you perform your final cleaning you have to be extra careful – the next tenant must be able to move in without having to clean. Remember that all areas belonging to the accommodation are to be cleaned, including balcony, storeroom, garage, and terrace.

If the cleaning is not properly conducted, you might be obliged to pay for additional cleaning afterwards. If you have any questions regarding the cleaning, you are welcome to contact us or use our check list.

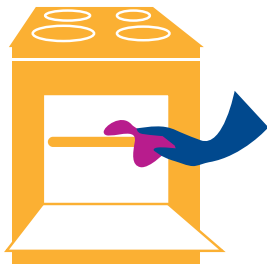
Remember that it is recommended to start the final cleaning the week before leaving.

We encourage you to show us possible minor faults in your apartment when cancelling your contract or during the cancellation period so that we can make amendments before the next tenant moves in.



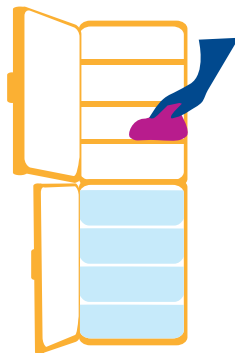
## Cleaning suggestion

### KITCHEN



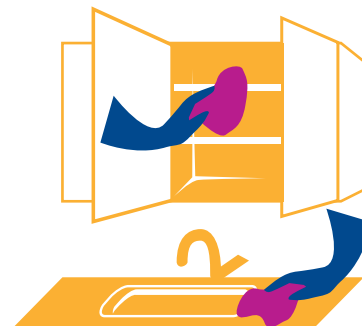
#### ❗ Cooker and oven

Clean the cookers hobs and surface. Clean plates and grates. Wipe also behind the cooker so that the wall, floor and the sides of the stove are proper. Clean cooker fan, fairing, and filter. Clean oven and heat cupboard.



#### ❗ Fridge and freezer

Defrost – but do not use sharp tools that might cause damages. Clean also behind the grate. Switch off fridge and freezer, but leave the doors open in order to let the air enter.



#### ❗ Sink and cupboard

Wash kitchen sink and chopping board. Wipe and wash the interior, exterior and top of the cupboards. Clean the tile and remove any tile decorations. Do not forget the spice shelf. Clean floor, walls and ceiling as well.

### BATHROOM



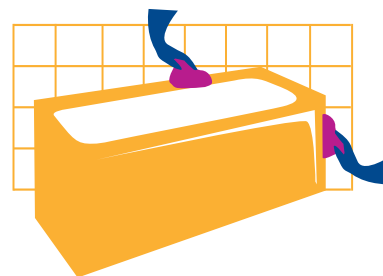
#### ❗ Toilet

Clean inside and outside. Remember the bend.



#### ❗ Wash basin

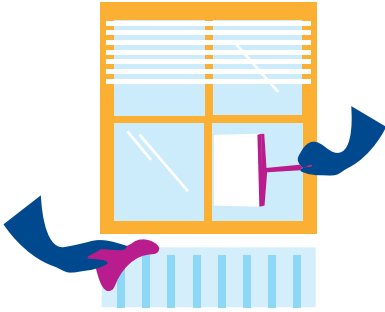
Wash with gentle detergents. Do not forget to clean underneath the wash basin as well as the trap and the pipe.



#### ❗ Bath tub

Clean the bathtub. Remove the front and clean behind it. Clear the floor drain. The same thing is valid for the shower. Remember the tile joints.





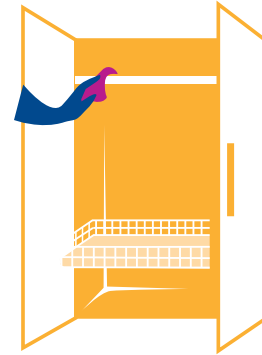
### ! Windows and radiators

The windows are to be cleaned on the inside, on the outside and in between the glasses. If you have problems reaching the outside, consult your accommodation host. Clean woodwork and blinds as well. Radiators are to be cleaned – also on the backside.



### ! Floors, ledges and interior doors

Wipe the floors. Eventual rests of carpet glue are to be removed. Wipe interior doors. Do not forget the top border.



### ! Wardrobes and wall outlets

Empty and clean the cupboards and wardrobes. Do not forget shelves and crates in the cupboards! Wall outlets and switches are to be wiped. Walls and ceiling are to be cleaned from dust.

*Remember  
the balcony  
and the  
storerooms*

Remember to empty and clean areas like balcony/terrace and storerooms.

## Return all your keys in time

When you leave it is important that you return all your keys. Do not forget the keys to the storage, the laundry and the pigeonhole. If you do not return all your keys, you will have to pay the cost for changing to a new lock.

You return your keys, after the final inspection, to our bobutik (accommodation centre) or no later than at noon the first weekday after your renting contract has expired.

If you are uncertain regarding the regulations, please contact our bobutik (accommodation centre) on **0455-30 49 00**.





WE AT KARLSKRONAHEM WISH YOU

*good luck with your  
new accommodation!*