INFORMATION

Subject: Checklist for Proper Apartment Handover

Important: **Schedule a handover appointment at least 2 weeks before the end of the lease**

Checkliste

Remember the following for the apartment handover...	Done
Register bulky waste/e-waste at least 8 weeks in advance. Contact details below	☐
Schedule a handover appointment no later than 2 weeks before the end of the lease	☐
Completely empty the apartment and basement, and if applicable the attic, for the handover appointment (including fixtures, even those taken over from the previous tenant, e.g., wooden ceilings, Styrofoam panels, fitted kitchen, curtain rods, etc.) and restore the original condition (according to the handover protocol)	☐
Reattach removed room doors and assign the room door keys	☐
Thoroughly clean the apartment, including sanitary fixtures, radiators, windows (frames and windowsills, etc.)	☐
Carry out cosmetic repairs according to the lease agreement	☐
Fill in drilled holes and repair minor plaster damage	☐
Report any damages to the apartment or stairwell caused during the move-out	☐
Return all keys in complete number to us	☐
Cancel your standing order for rent payment (if applicable); if no SEPA direct debit mandate has been issued, cancel manually	☐
Set up a mail forwarding request with Deutsche Post	☐
Please have the electricity meter number and the market location number (MaLa-ID) ready. (You can find these numbers on your electricity bill under the section "Technical Information")	☐

Information on bulky waste:

https://www.eaw-rheingau-taunus.de/abfallsammlung/sperrmuellsammlung

Phone – UNTERTAUNUS: 06124 606 999-1

Aarbergen, Bad Schwalbach, Heidenrod, Hohenstein, Hünstetten, Idstein, Niedernhausen, Schlangenbad, Taunusstein, Waldems

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