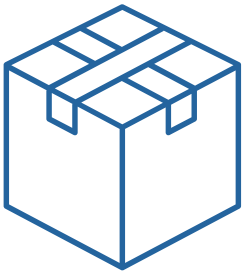


# Moving out
## — *from decision to key return*

### Terminate your tenancy contract

First, you need to terminate your tenancy contract which is easily done via My Pages. When terminating your contract, you can choose which date to move out. The notice period is 7 weeks, and moving day is usually Tuesdays. However, some weeks there is no possibility to move out. It may be because of a public holiday, or that we have reached maximum notices that week.

If you are changing apartments within Chalmers Studentbostäder, the notice period is at least 4 weeks. Please contact our customer service and we will help you. If you have a master's apartment or short-term contract you will also need to contact our customer service to terminate your contract, the notice period is 7 weeks.

### Viewing of your apartment

When terminating your tenancy contract, there might be a viewing of your apartment for those who are offered a viewing. The ones who are offered a viewing will contact you, so you can agree on a time. Please remember that you are obligated by law to show your apartment.

### Change of address

The keys should be handed in at the latest 10 am on the last day of your contract at our customer service. You need to hand in all the keys that you received when moving in, which are keys to your apartment, keys to your mailbox and Aptus-tags. Change of address Before moving out, you should change your address at the Swedish Tax Agency, so that your mail comes to your new address. It is a good idea to change your address a few days before moving.

### Moving out early

There is a possibility to move out early if you and the next tenant agree. You will need to fill out and hand in the form "Request to move out early".

### Move-out inspection

Before you move out, we will inspect your apartment to see if there are any damages, wear and make sure that everything that should be in the apartment is there. Your housing host will perform the inspection, and you will receive an e-mail a few weeks before the inspection. If your apartment is damaged or has abnormal wear you might need to financially replace the damages.

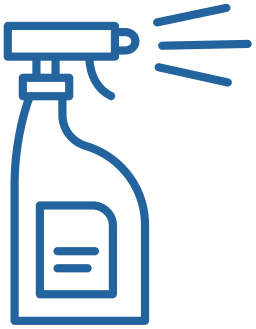
Before the inspection, please make sure that all equipment that belongs to the apartment is there, such as hat racks, curtain rods and similar. If you received any instructions that belong to the apartment, please leave them in your apartment when moving out. If you rented a furnished apartment, please make sure all furniture is in your apartment when moving out.

**! Do you have furniture you're no longer interested in? Talk to the next tenant to see if they would like to take over any furniture or other equipment. Don't forget that a transfer form must be completed and submitted. You can find it on our website or via the link below.**

*Download form here*

**Contact us at**
**Chalmers Studentbostäder**
*031 - 772 97 00*
*info@chalmersstudentbostader.se*
*www.chalmersstudentbostader.se*

Chalmers STUDENTBOSTÄDER



# Succeed with your move-out cleaning
## *— our best tips*

**We're sorry to hear you're moving, but we hope you've enjoyed your time with us! We want you to succeed with your move-out as well, so here are our best tips for getting your move-out cleaning approved so you can avoid paying for re-cleaning.**

Alternative 1

## Hire professionals = 100% approved

**Using a cleaning service is more affordable than you think.** And most importantly, it's worth the money because you can spend 6-8 hours on something more enjoyable and get a guaranteed approved cleaning. Remember to book your cleaning as soon as you know your moving date, as they tend to be busy.

Cleaning the apartment yourself can take between 6-8 hours. If the cleaning is not approved, the cost of additional cleaning may be higher than booking professional final cleaning from the start.

Vital Service offers a cleaning guarantee and is familiar with our inspection requirements. For bookings or price information, follow the link: **vitalservice.se/chalmers**.

Discount VIA CSB!

Alternative 2

## Do it yourself — cheap but risky

**Cleaning by yourself is, of course, the most affordable option.** However, it's important to be aware that it's a very extensive job and not just a regular deep cleaning. You also need to get the right equipment and cleaning products to do a good job. In our self-cleaning guide, we want to help you succeed with the cleaning.

If you follow our checklist, your chances of getting the cleaning approved will increase.

Unfortunately, there are no guarantees when you choose to clean yourself, and you risk having to pay for additional cleaning, which often costs more than ordering a move-out cleaning. So please read through the checklist and make sure you understand the extent.

**! Start early - it takes much longer than you think and it's hard to anticipate cleaning surfaces and areas you normally don't and that have years of build-up.**

### Signature

I have read this cleaning guide in its entirety and understand that if any shortcomings in the cleaning are discovered, there will be no opportunity to go back and fix them. Instead, Chalmers studentbostäder will book a cleaning company, and the invoice will be sent to me.

*This form should be submitted to the customer service office when you return the keys.*

**Signature** _____ **Printed name** _____

**Date** _____ **Address & apartment number** _____

Chalmers STUDENTBOSTÄDER

# Do it yourself – checklist

**When you move out, you need to do a move-out cleaning of your apartment. We have created this checklist as a helpful tool. It is your responsibility as a tenant to ensure that the apartment is properly cleaned when you move out. If there are any deficiencies, a cleaning company will be hired to address them. You will be invoiced for these costs, which often end up being more expensive than booking a move-out cleaning service.**

## Entire home

- ☐ Window frames, windowsills, window glass and blinds
- ☐ Walls*: Clean off any stains
- ☐ Floors: Vacuum, wipe, mop, and remove stains
- ☐ Ceiling
- ☐ Doors, moldings, vents, and pipes
- ☐ Baseboards & thresholds: Wipe down
- ☐ Lamps
- ☐ Electrical outlets and light switches: Wipe down.
- ☐ Radiators

## Kitchen

- ☐ Stove: Clean behind, on the sides, and on top.
- ☐ Oven: Clean inside the oven, including trays, racks, and the oven glass
- ☐ Cooker hood**: Clean the hood inside and out. Also, remove all grease from the filter.
- ☐ Kitchen cabinets and drawers: Clean inside and out, as well as on top and underneath. Don't forget the handles.
- ☐ Sink, faucet, and other surfaces.
- ☐ Refrigerator: Clean inside, around, and behind. Turn it off and leave the door open to avoid bad odors.
- ☐ Freezer: Defrost and clean inside, around, and behind. Turn it off and leave the door open.

  *(Ice must never be scraped off or removed by mechanical means under any circumstances. Doing so poses a significant risk of damaging the freezer.)*

## Bathroom

- ☐ Bathroom cabinet: Clean inside, outside, underneath, and on top.
- ☐ Mirrors.
- ☐ Toilet: Clean inside and out.
- ☐ Sink: Clean inside and out, including the faucet.
- ☐ Shower: Clean the drain and water trap, which should also be emptied and cleaned.
- ☐ Tiles and grout.

## Balcony, patio and supply closet

- ☐ Empty and clean the balcony and storage area.
- ☐ Remember to take your bicycle with you

## Rooms and hallway

- ☐ Wardrobes should be emptied and cleaned.
- ☐ Cleaning cabinet should be emptied and cleaned.
- ☐ Mirrors

***Do you need filler?** *If you have holes in the wall, they need to be fixed. Paint and filler can be picked up at our customer service office.*

****You can get a new filter for your kitchen fan at our customer service office.** *If you have a different type of filter, it should be cleaned with water and detergent.*

Chalmers STUDENTBOSTÄDER

# Kitchen

1. Wash the kitchen drawers inside and out, underneath and on top. Do not forget the handles and the cabinet doors!
2. Clean the tiles
3. Clean tap and sink.
4. Empty the trash and clean the waste bin and the area around it.
5. Clean the stove, if possible, pull out the stove and clean behind it.
6. Vacuum and mop the floors. Remember the thresholds.

7. Change the filter in your kitchen fan. A new one can be picked up in the customer service office. If you have a metal filter, clean it with water and detergent.

8. Clean the oven, inside and outside, door and handles. Don't forget baking trays and rack.

9. Defrost the refrigerator and freezer. Thoroughly clean both the interior and exterior, and pull the fridge out to clean behind it. Be sure to also wipe down the door seals. Leave the fridge turned off with the door open to prevent unpleasant odors.

   Never attempt to remove ice mechanically, as this can easily damage the freezer.

# Bathroom

1. Empty and clean your bathroom cabinet, on the insidie, outside, top and underneath.
2. Clean the mirror
3. Clean the basin, don’t forget the outside and the pipes.
4. Wipe off and clean the walls and floor.
5. Clean the toilet, inside and out and behind it.
6. Clean the floor drain and water trap.
7. Clean the showerhead, handle, faucet, and other fixtures.

**!** **Cleaning Tips! In the shower, there are often traces of shampoo, conditioner, and similar products. It may be a good idea to purchase a descaling agent to make cleaning easier.**

# Room and hallway

1. Wash your windows and window moldings, leave your apartment with the ventilators open.
2. Clean the skirtings.
3. Wipe off and clean the radiators and pipe, don't forget to clean behind your radiators and pipes.
4. Wipe off the wall outlets.
5. Wipe off and clean the walls.
6. Vacuum and mop the floors, don't forget the thresholds.
7. Empty all wardrobes and shelves, clean inside and out.
8. Clean the doors, remember too clean handles and door frames.

9 Do you have a balcony/patio, or storage room? That's also included in the cleaning inspection. It is important that they are completely emptied and cleaned.

! **Transfer of Furniture? Is the next tenant going to take over furniture or other equipment from you? If so, you need to fill out a form and submit it to us before moving out. You can find the form among the documents and forms on the website.**

*Download form here*