



MOVE OUT PACKAGE - All-Round

PREPARATION OF THE MOVE-OUT

- Preliminary meeting:
 - Explanations about the complete move-out procedure
 - Check of the apartment/house – advise concerning the outgoing inspection
- Cleaning/repairment arrangements:
 - Arrange for cleaning of the residence + curtains & carpets (if applicable)
 - Arrange for maintenance of the garden (if applicable)

RENTAL CONTRACT TERMINATION

- Preparation of the notice letter
- Contact with the Owner
- Cancellation of utilities
- Cancellation of multimedia
 - Returning the provider's material
- Cancellation of insurances
- Inform about last rental payments
- Attend exit survey and handover of keys
- Follow up of final calculations (charges, utilities, multimedia)
- Release of rental deposit/guarantee

MOVING ARRANGEMENTS

- Request quotes for the removal of the household goods
- Follow up of the removal (attend if necessary)
- Arrange for temporary apartment or hotel bookings
- Returning car license plates (if applicable)

FINAL ARRANGEMENTS

- Follow up on final invoices
- Arrange for mail forwarding
- Closing the bank account
- Cancellation of legalities – personal assistance:
 - Return of Residence permit
 - Exchange driver's license
 - Social security