



MOVE OUT PACKAGE - Basics

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

RENTAL CONTRACT TERMINATION

- Preparation of the notice letter
- Contact with the Owner
- Cancellation of utilities
- Cancellation of multimedia
- 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

FINAL ARRANGEMENTS

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