



Moving out trouble-free!

We would hereby like to provide you with a checklist to help you prepare for moving out.

- ✓ Please bear in mind that your living space must be completely vacated and cleaned in time for your requested termination date. You must personally give all keys belonging to the property to the caretaker.
- ✓ In order to hand over the rental property please **phone** the caretaker responsible **at the latest three weeks** prior to the moving out date in order to make an appointment for the rental property to be handed over in your and his presence. The telephone number can be found on a poster in the hall of residence/student house and in the "info sheet" you received with your rental contract. Please clarify any matters that are unclear in your phone call to the caretaker to avoid any discrepancies when handing over your room.
- ✓ **Your rental property can only be handed over during working hours. You cannot hand over your room on Saturdays, Sundays or on bank holidays!**
- ✓ When you move out of the room, handing it over **in person**, the wall must be spot painted white as needed. The caretaker provides you with the correct paint cheaply. Please make sure that lamps, light switches, plugs, skirting boards, floor, windows, doors and furniture remain free of paint when painting.
- ✓ You must clean your living space, i.e. sinks, floors (carpet), and doors and windows must be clean on the inside and outside.
- ✓ If your room is furnished the furniture must also be cleaned from the inside and outside.
- ✓ Any communal room belonging to the shared accommodation (e.g. kitchens, lounges, corridor, bathrooms, and cellars) has to be clean, otherwise you will have to bear the cleaning costs.
- ✓ Please remember to de-register or re-register with the (Foreigners') Registration Office if necessary.
- ✓ If required, you can register a bulky waste collection online up to 14 days before you move out:
<https://service.osnabrueck.de/>
- ✓ When you move out, log in to Mobility Online and indicate your bank details. Please also upload the move out protocol you sign digitally in presence of the caretaker on the day you leave and which will be send to you via email. In this way, your deposit can be transferred as quickly as possible.

Should you have any other questions, please contact the Housing Service.

The Housing Service wishes you all the best for the future.