

# Information on how to leave your property when you move

You are moving and that means there is a lot to do: Emptying, cleaning and fixing up your old property, which must be safe, intact and clean. Every house or situation is unique. The Woonbedrijf's area manager will discuss with you how the property has to be handed over.

## Inspection of the property

Woonbedrijf will come and inspect your property twice. We will make an appointment for these two inspections and it is very important that you are at home during these inspections.

### Woonbedrijf will check your property for the following:

- 1 the condition of the property (safe, intact and clean)
- 2 any modifications made by you
- 3 any modifications and/or fixtures & fittings you are willing to hand over to the new tenant.

All these topics will be discussed in detail in this leaflet.

## First inspection

When you have given notice, an area manager will visit your property as soon as possible. At that point, the area manager will discuss with you whether anything needs to be repaired or removed before you move out. We call this visit the 'first inspection'. If you still need to do something to the property, then these are our rules:

- you will carry out all the jobs yourself or you will ask someone else to do them for you.
- the jobs must be finished before the final inspection
- if the jobs are not finished on time, we will do them for you. You will then have to pay us for the costs.

The area manager will draw up a report of the first inspection. This will list what you still need to do. It will also list the costs that you will have to pay in case the jobs are not finished. At this point, you will also be able to discuss with the area manager what modifications and/or fixtures & fittings you would like to hand over to the new tenant. The area manager will give you advice on which modifications and/or fixtures & fittings are suitable for handover and will make a note of this in the report.

## Final inspection

The second visit will be on the first business day after the tenancy ends. This is the 'final inspection'. The area manager will then inspect whether you have carried out all the agreed jobs. This is also the time when you need to return the keys. The meter readings of the property will also be read during this final inspection. However, you are responsible for giving your energy company the correct meter readings.



**Tip!** You may not be able or willing to do some of the jobs yourself. In that case, make sure that you ask family, friends or acquaintances to help you well in advance or hire a company to do the work for you. It is important that all jobs have been done before the final inspection. Otherwise you might incur extra costs.

# The condition of the property.

## What will Woonbedrijf be looking at?

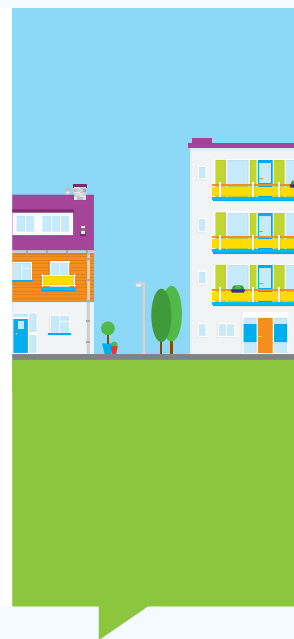
Woonbedrijf will come and inspect the condition of your property during the first inspection. You will be given a report, listing the jobs that you still need to do. The following is a list of nine points that your area manager will focus on.

### Watch out for asbestos!

There may be asbestos in your property in something that you or a previous tenant has installed. Asbestos can be found, for example, in lino, vinyl floor tiles or in gas heaters. It may also have been used in extension or modifications that you have made yourself.

Please do not remove this yourself. For safety reasons, Woonbedrijf has chosen a specialist company to remove asbestos. You do not have to pay for this. If you suspect that asbestos has been used in a particular material, then leave it where it is so that the area manager can have a look at it and discuss this with you during the first inspection.

Our asbestos guide can help you with this.  
You can find this on [www.woonbedrijf.com](http://www.woonbedrijf.com).



## This is what we will be inspecting

### 1. Is the property clean?

- There are no grease or paint stains
- The air vents, electrical sockets and light switches are clean
- The windows have been cleaned
- The taps, plumbing and tiling are free of lime scale
- All the cupboards, such as the meter cupboard, built-in cupboards and the central heating cupboard are empty and clean.



**Cleaning tip:** Use cleaning vinegar to get rid of lime scale.

## 2. Floors and skirting boards

- The floors are bare. In other words, no carpets, lino or laminate
- The floors are clean and even.
- The staircase is bare. In other words, no leftover bits of carpet or carpet fasteners.]
- Any adhesive residues have been removed as much as possible
- If you have removed any skirting board, you will need to put them back in place
- Tiles and parquet flooring are sometimes allowed to remain in the property.

You will have to make an agreement about this with the area manager.

**Tip!**  
If the new tenants are taking the tiles/ laminate, leave any spares in the property.



## 3. Walls, partitions and ceilings

- The walls and ceilings need to be free of nails, hooks, screws and plugs. You will have to fill in any holes using the same material as the walls and ceilings. You do not need to repair any drill holes in wallpaper
- Wallpaper can stay, as long as it is in good condition. If any wallpaper is loose, you must paste it back on the wall. Any wallpaper that is ripped must be removed.
- The walls are neat, clean and wallpaper ready (i.e. smooth and without any peeling paint). Wallpaper ready means that it is ready to be wallpapered.
- Other wall finishes (e.g. granol or stone tiles) can be left in consultation with the area manager
- The walls and ceilings need to be free of mould. If there is any mould on the walls and ceiling, use an anti-fungal agent before you start painting
- The walls and ceilings need to be free of any nicotine stains.

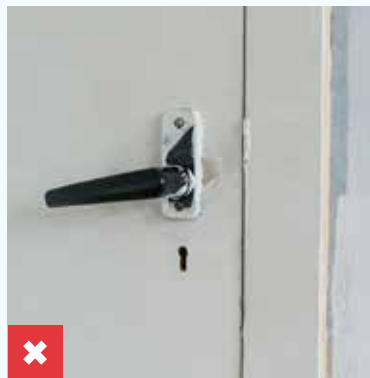


**Cleaning tip:** Use chlorine to get rid of mould stains.

## 4. Windows, doors and frames

- The windows are free of cracks or scratches
- You have to repair holes the door yourself. If there are any holes larger than 5 cm, you will need to install a new or different door.
- Cat flaps must be removed. You will then need to repair the door without showing the joints and you must paint the outside of the door in the original colour. If the door is so badly damaged that it cannot be repaired, you will have to replace it.
- You remove any stickers or adhesive plastic.
- If you have removed any doors or thresholds, you must put them back.
- The latches and hinges of the doors and windows need to be intact and paint free. Each door should have a handle and windows should have window locks.
- The windows, doors and frames need to be free of nicotine stains
- You remove curtains, curtain rails, blinds and other window decorations. You can discuss with the area manager whether you can offer these fixtures & fittings to the new tenant.

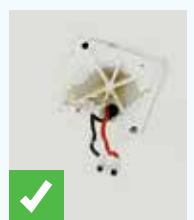
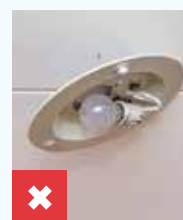
**Cleaning tip:**  
Use sticker remover  
to remove any stickers.



**Tip:** Are any of your windows damaged? This is usually covered by the Glasfonds collective insurance and the repair will cost you nothing.

## 5. Electricity, telephone and TV connection

- All electrical switches (such as power sockets and switches) are working, are safe, in good condition and paint free
- Light fittings cannot be left in the property. Make sure that you leave behind a blanking plate with a terminal block
- The washing machine switch works and you have taken away the washing machine cord
- The telephone/television/fibre connections are in place and complete. Any extensions must be removed.
- You remove any electricity cables that you have installed yourself. This also includes wall-mounted and ceiling-mounted cable ducts containing wires.



## 6. Bathroom and toilet

- The rooms are clean, in good condition and empty
- If there is any damage to the toilet, taps or basin, you must arrange for a replacement
- Urine deposits or lime scale is removed
- The tiles are free of stickers
- The taps are free of lime scale.



## 7. Kitchen

- The kitchen needs to be clean and complete at the time of leaving the property
- The kitchen is free of grease marks or other stains
- The tap is free of lime scale
- The worktop is free of any damage or scratches
- The kitchen cupboards are empty and in one piece.



## 8. Garden, balcony, storage room and/or shed

- The shed or storage room is empty and clean
- The front and back gardens are well maintained
- The balcony and terrace are clean without moss or algae.

## 9. Keys

- You handed in all keys and tags (electronic keys). You can read in the first inspection report how many keys you have to hand in.
- You also handed in any copies you have had made
- You made sure that the keys to any interior doors with locks are in the locks.



**If any of the keys or tags are missing, we will charge you €20 to replace them.**

# Major modifications to your property

## Do I need to remove any modifications and/or alterations or do I leave them?

Your tenancy agreement also includes the General Terms and Conditions, which set out the rights and obligations of you and Woonbedrijf. It also contains the conditions regarding modifications to your property. These General Terms and Conditions take precedence over the text in this moving house leaflet. During the first inspection, we will inspect whether you have renovated the house or made any major modifications. We will inspect whether they are in good condition (safe, intact and clean) and meet all technical requirements. If the modification or renovation has not been carried out to the required standard, you must remove or repair it. Modifications or renovations that have been carried out to the required standard can remain in certain cases. The area manager will assess this during the first inspection. If Woonbedrijf has carried out the renovation, it will definitely be allowed to remain.

## In some cases, we may be able to pay you some compensation.

If a renovation makes the property easier to let, it may be possible for us to pay you some compensation. The amount depends on what the modification is, how old it is and how well it has been maintained. Sometimes the modification to the property makes the property more difficult to let, for example an extension that is too large. In that case, we will not pay any compensation and you will even have to remove the extension. **If you have made the following modifications, you may be eligible to receive compensation:**

- garage or annex
- carport
- pivot roof window - about the size of 9 roof tiles or larger
- staircase to the attic
- second toilet
- high-efficiency boiler, including radiators per room.

## Leaving things for the next tenant

Sometimes you can leave things for the next tenant, maybe even in return for payment. If this is what you want to do, please say so during the first inspection. Woonbedrijf can let the new tenants know what items you will leave behind. You can then ask if he or she wants to take over the items and you can negotiate a price. You will draw up a takeover agreement with the new tenant.

## Grace period

If a new tenant has not been found yet, you can make use of the 'grace period' free of charge. This means that you can wait before removing these items. If you are making use of the grace period, we will inspect whether all items that are not taken over by the new tenant have been removed before the property is let again. We will make an appointment with you for that particular inspection. Please note: you must always hand in your keys at the time of the final inspection.



## Vragen?

Please call our Customer service department on 040 - 2 43 43 43 or send an email to [info@woonbedrijf.com](mailto:info@woonbedrijf.com).

Or you can visit us at Woonwinkel, Wal 2 in Eindhoven (open on weekdays from 9am to 5pm). You will find all of the rights and obligations of you and Woonbedrijf in the tenancy agreement, the General Rental Conditions and in the Besluit kleine herstellingen (Dutch law outlining that the tenant is responsible for the repair of any damage done to their rental property).

Please visit [www.woonbedrijf.com](http://www.woonbedrijf.com) to consult these documents.