

CHECKLIST FOR MOVING OUT

When moving out a lot has to be arranged. With this handy checklist you have a to-do list to help you remember all that is important during this busy period.

Check 1: Practical before moving out

Convenient to arrange before moving out.

- Terminate current lease on time (usually 1 full calendar month in advance)
- Plan your pre- and final inspection with your landlord
- Schedule the moving
- Insure the moving
- Arrange the needed supplies for the move (boxes, blankets, tape, garbage bags)
- Make a selection of items to take with
- Notify Vesting Vastgoed on time about items you wish to leave behind or sell to new tenants
- Start packing and tidying up on time
- Arrange moving transport / company
- Arrange parking exemption for moving transport
- Arrange storage space
- Terminate / change insurances
- Terminate / change parking permit
- Make appointment for garbage collection on time (Grofvuil)
- Apply for moving service PostNL
- Change address at:

<input type="checkbox"/> Employer	<input type="checkbox"/> Municipality (max. 5 days before/after moving in date)
<input type="checkbox"/> Doctor / dentist	<input type="checkbox"/> Mail order companies
<input type="checkbox"/> Bank	<input type="checkbox"/> Fitness club
<input type="checkbox"/> Tax collector's office	<input type="checkbox"/> Educational institution
<input type="checkbox"/> Insurance companies	<input type="checkbox"/> Specialists
<input type="checkbox"/> DUO	<input type="checkbox"/> Newspapers / magazines
<input type="checkbox"/> Utility providers	<input type="checkbox"/> Friends and family

Check 2: Pre- and final inspection

Prevent unpleasant surprises afterwards. Encourage a correct pre- and final inspection by:

- Going through the accommodation with the initial inspection report / checklist
- Following the given instructions during the pre-inspection
- Making sure all light bulbs are working
- Properly filling up all the holes made (if necessary painting the wall)
- Properly painting the walls when not in neutral colors
- Reporting items you wish to sell / leave behind on time
- Collecting all the keys and handing them over on time
- Thoroughly cleaning the accommodation
 - Hoover and mop all floors, also remove all dust (also the skirting boards)
 - Remove wear and tear traces from walls
 - Clean all doors and remove wear and tear traces
 - Decalcify sanitary facilities
 - Defrost and clean refrigerator and freezer
 - Degrease kitchen equipment (extractor hood, oven, microwave etc.)
 - Clean windows
 - Empty and sweep storages
 - Outdoor space(s): to be returned weed free, swept and empty
- Removing garbage. If necessary make appointment with garbage collector (Grofvuil) on time.

- Emptying and cleaning waste containers
- Checking accommodation for items left behind (common area, kitchen cabins and storages)
- Properly closing windows and doors
- Taking pictures of meter stands (before handing over the keys)
- In case of failure of a final inspection with the landlord taking pictures of the complete accommodation

Check 3: most important!

The most important to-do's listed up.

- Terminate current lease on time (check rental agreement for termination notice)
- Plan your pre- and final inspection with your landlord
- Follow the given instructions during the pre-inspection
- Remove all garbage (make appointment with waste collector Grofvuil on time)
- Take pictures of the meter stands
- Notify electricity, water and cable TV and internet provider of the move
- Collect all the keys and hand them over on time
- Change address at municipality (max. 5 days before or after moving in date)

*Well begun is half done!
Good luck moving out!!*