

## When you move out

When moving out, the accommodation must be left in the same condition as when you moved in.

### That means

- The entire apartment must be dusted, vacuumed and mopped to be thoroughly clean when moving out.
- Cabinets and drawers must be wiped out and all dishes must be washed.
- You must write a list of items that are broken and may need to be mended/replaced.
- You are responsible for contacting the responsible individual at Servbo before moving out, to make time to go through the apartment together with personnel from Servbo, and to hand over the keys.

### Bedrooms

- Bed  
Bed linen is considered private property and may be taken with you (blanket, pillow, bed linen)
- Wardrobe and/or chest of drawers  
Must be wiped clean
- Floors and other spaces  
Must be swept, vacuumed and mopped

### Living room

- Sofa and usually coffee table, TV  
Dusted
- Floors and other spaces  
Must be swept, vacuumed and mopped

### Bathroom/Toilet

- Bath towels and hand towels  
Considered private property and may be taken
- Toilet, sink and shower  
Scrubbed clean
- Floors and other spaces  
Must be swept, vacuumed and mopped

### **Kitchen**

- Kitchen utensils such as saucepans, frying pan, utensils  
Reviewed with personnel on departure and, in some cases, may be taken on departure.
- Dishes, cutlery, glasses, bowls  
Washed and put in the cupboards after the cupboards have been wiped out
- Microwave, toaster, coffee maker, kettle  
Must be left in the apartment
- Floors, chairs, tables and other spaces  
Must be swept, vacuumed and mopped

### **Hall**

- Floors and other spaces  
Must be swept, vacuumed and mopped

### **Cleaning equipment**

- Vacuum cleaner, mop and bucket  
Mop and bucket may be taken on departure, vacuum cleaner must be left in the apartment
- Ironing board and iron  
Must be left in the apartment

### **What can you take with you when moving?**

Bed linen (sheets, duvet cover, pillow case, pillow and blanket)

Hand towels

Mop and cleaning bucket

Dishcloths

Toilet mat

Kitchen utensils such as saucepans, frying pan, utensils

- **Must** be reviewed with personnel from Servbo and in some cases may be taken