

# Checklist handover apartment

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At the end of your tenancy, the tenant must return the apartment clean and tidy in accordance with Art. 267 OR (Swiss Code of Obligations). You are not liable for abrasion or changes resulting from use in accordance with the contract.

This checklist is intended to make it easier for you and us to hand over the apartment. We ask you to take note of the following instructions.

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## Shutters

- do the washing up
- Replace elevator belts if necessary
- winders functional / retainers intact

## Sun blinds incl. joints

- brush
- Remove spider webs

## plant trays

- remove weeds
- replace dead plants equivalently

## Electrical Installations

- fuses
- fluorescent lamps
- starter
- lamp glasses
- light bulbs
- sockets
- switches
- TV connections
- telephone connections

## sanitary installations

- shower/hose
- toilet cover/ring
- Toothglass/soap dishes
- faucets
- gaskets
- grips
- Unplug drains

## Refrigerator/freezer

- vegetable drawer
- glass shelves
- interior lighting
- ice cube tray
- door interior
- door seal
- ventilation grilles
- egg container

## baking oven

- follow the manual
- interior lighting
- control lamps
- cake tray\*
- grid\*
- grill accessories\*
- \*spotless (otherwise replace)

## Cooking stove

- do not grease/black cast plates
- glass-ceramic field use the manual

## Dishwasher/Washer/Tumbler

- use manual regarding cleaning and decalcification.  
(special machine care is available in shop)
- have a full function check carried out (show receipt at apartment handover)

## fume hood

- disassemble metal filter prematurely and insert or wash in dishwasher
- replace filter mats
- ventilation covers and grilles can usually be dismantled for cleaning purposes

## windows

- exterior and interior cleaning

## woodwork

- wash off with light soapy water

## grounds

- parquet floors
- sealed ones are to be absorbed wet
- Linoleum and plastic coverings
- (PVC) must not be provided with hard wax or lacquer layers

- carpets
- have hygienic cleaning carried out by specialists using spray extraction methods (order at an early stage and show receipt when handing over the apartment)

**Don't forget**

- Garage / parking space
- wipe clean
- remove possible oil stains (possibly with grease remover)
- craft room
- Screed and cellar compartment
- Milk and letter box

**Check completeness and functionality**

- Key to all door locks (incl. basement/screed)
- Key to all wall cupboards (incl. basement / screed)
- Cupboards: Shelf holders, shelves and clothes rails
- all manuals

**The following must be removed**

- Adhesives/adhesive foils

- hooks
- glue residues
- cabinet paper
- tenant-side installations
- tenant floor coverings
- Nails, dowels, screws

**The following must be decalcified**

- single boiler
- all water taps incl. outlet strainer
- Tooth glasses, soap dishes
- ceramic wall tiles
- washbasins
- bathtub
- Chrome steel and stainless steel finishes
- Stoppers and drains for washbasins (kitchen, bathroom, toilets, shower)
- Shower hose and shower head
- toilet facility

**Unsubscribe**

- power company
- gas company
- Post (forwarding order for change of residence)
- Telephone company (e.g. Swisscom)
- population control (community)

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**Miscellaneous****ISDN**

Any ISDN installations must be reset by the telephone company (e.g. Swisscom) and an electrician.

**Service charge settlement**

The moving tenant is not entitled to a separate heating and operating cost account. This will be drawn up for all tenants after the end of the heating period.

**handover**

Have the most important cleaning utensils ready.

**Early planning**

For a smooth process, we recommend that you start planning at an early stage. If you have a claim in your apartment that is possibly covered by your liability insurance, you should register it with your insurance company in good time.

If repair and cleaning work has not been carried out, which should have been carried out by you, we will commission and invoice you after the apartment has been handed over.