

## **FOR TENANTS WHO ARE MOVING**

*Information and suggestions for tenants of rented properties*

Please contact your housing company if there is anything about which you are uncertain.

### **Important considerations**

There is a lot to consider when you move. First and foremost you must give notice terminating your tenancy agreement. Please note, however, that you must continue to pay rent during your period of notice. You also need to terminate your electricity subscription and change your address.

### **Give written notice of termination for your apartment**

You should always give written notice terminating your tenancy agreement. After giving notice, you must continue to pay for the apartment for a certain period, referred to as the 'period of notice'. Your period of notice is shown in your tenancy agreement. For example, if you give notice of termination for the apartment on 24 April, the agreement will generally terminate on 31 July and you will have to pay rent up until then. If you have a garage or parking place, you will sometimes have to give notice terminating this agreement separately.

### **Return all keys**

You must return all keys when you move. This also applies to keys for, for instance, storerooms, the laundry room and car engine warmer. You may become liable to pay what it costs the landlord to change the locks if not all of the keys are returned.

Keys should usually be returned by no later than 12.00 on the first weekday after the tenancy agreement has expired.

### **Notify your new address**

When you move, you should notify the Swedish Tax Agency of your new address; this is free of charge. It will cost you extra if you want to have your mail automatically forwarded to your new address for a certain period (redirection). You can submit the notification of your move and post redirection via the *Svensk adressändring* website: [www.adressandring.se](http://www.adressandring.se).

You will need to submit your move notification at least five working days before you move if you want to receive your post at your new address immediately after the move.

Otherwise, you must personally notify associations, clubs, insurance companies, banks, electricity suppliers, newspapers, friends and acquaintances, etc., about your change of address.

### **Electricity, telephone and the Internet**

When you move, you must first take out an electricity subscription at your new address, then terminate your old subscription at your previous address. Contact your electricity supplier for more information.

If you have a telephone subscription for a landline telephone at your apartment, you will also have to notify them about the move. Also remember to give notice of termination or move your Internet subscription if you have one. Contact your telephone operator and your Internet service provider for further information.

### **Inspection and vacation cleaning**

The landlord will inspect the apartment before you move. You must also be prepared for your apartment to be viewed by prospective tenants. Finally, you will need to do a thorough end of tenancy clean.

### **Your apartment will be inspected before you move**

It is best to be present when your landlord inspects your apartment. You will receive a copy of the inspection record once the inspection is completed.

Think about the following before the inspection:

- All equipment belonging to the apartment such as, for example, internal doors, hat racks and bathtubs, must be in the apartment at the time of inspection. If you have received any user or care instructions for equipment in the apartment, you must leave these at the apartment for the next tenant.
- Parquet flooring and floors in wet areas (bathrooms, kitchens, toilets) may not be covered by wall-to-wall carpets.

*You may become liable to pay compensation for damage or abnormal wear and tear at the apartment.*

### **Viewings at your apartment**

When you give notice of termination for your apartment you must be prepared for your apartment to be shown to people who have been offered the opportunity to move in after you. The landlord will usually contact you to agree a suitable time.

### **Do an end of tenancy clean of the entire apartment**

The apartment should be thoroughly cleaned before turning in your keys. If the apartment has not been cleaned sufficiently, you may have to pay for any subsequent cleaning costs. For example, you must clean all of the windows, behind the cooker, the oven and kitchen fan, defrost the freezer and clean the floor drain. Follow the instructions and checklist in this brochure.

### **Take all of your belongings with you when you move**

When you move you must take all of your belongings with you, including those kept in a storeroom, garage and on a balcony or patio. If you want to throw something out or donate it, it is your responsibility to ensure this has been removed when you move.

### **Carry out the following cleaning when you move**

The following are end of tenancy cleaning instructions for the kitchen, bathroom and other rooms in your apartment. At the end there is a check list to follow to avoid missing anything.

### **Remember the following for end of tenancy cleaning in the kitchen**

1. Drag the oven out by getting hold of each corner. Clean the sides and back of the oven as well as the wall, cabinet sides and floor.
2. Clean the top and the stove plate/stovetop.
3. Clean the kitchen fan (or air outlet) both internally and externally. Detach the filter and clean this.
4. Clean the inside of the oven together with metal trays and racks. It is best to use soft soap.
5. Defrost the fridge and freezer. Clean and air them.
6. Wash the inside and outside of kitchen cabinets. Do not forget door tops.

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**Remember the following for end of tenancy cleaning in the bathroom**

1. Clear the floor drain. Loosen the front, if there is one, when cleaning under the bathtub.
2. Also clean the underside of the washbasin.
3. Do not forget the outside of the toilet and the bend.

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**Remember the following for end of tenancy cleaning in other rooms**

1. You must remove any wall-to-wall carpets that you have fitted yourself. Also remove all carpet tape.
2. Clean the radiators (including behind them).
3. Painted surfaces such as window frames and skirting boards should be clean.
4. Clean both sides of the windows, including between the panes. Obviously, window joinery should also be washed.
5. Dust the back and shelves of wardrobes.
6. Clean all doors. Remember the tops of the doors.

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**Checklist for vacation cleaning**

**Kitchen**

- Walls
- Window frames
- Window glass
- Window sills
- Radiator
- Air outlet
- Lighting
- Electrical sockets
- Extractor hood
- Inside the oven
- The outside of the oven (including behind the oven)
- Kitchen cupboards and drawers, internally and externally
- Spice rack
- Fridge, cool cupboard and freezer
- Door frames
- Doors
- Worktops
- Kitchen sink
- Skirting boards
- Floor
- Ceiling

**Bathroom and toilet**

- Ceiling
- Walls
- Lighting
- Bathroom cupboards
- Air outlet
- Mirror
- Bathtub (including underneath and behind)

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*Språk: Engelska*

- Toilet
- Wash basin
- Door frame
- Door
- Floor drain
- Floor
- Under and behind the bathtub
- Airing cupboard, if any, internally and externally
- Washing bench, if any
- Washing machine, if any
- Tumble dryer, if any

**Rooms**

- Window frames
- Window glass
- Window sills
- Radiators
- Electrical sockets
- Wardrobes and cleaning cupboard, internally and externally
- Door frames
- Doors
- Skirting boards
- Floor
- Thresholds

**Other spaces**

- Balcony
- Patio
- Storeroom
- Garage

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