



Moving-out protocol Woldring Locatie

Dear tenant,

In this document you will find a handy overview of things to consider when you leave the living space. At the end of your rental period, make sure that the living space is left in its original state. This is because it is nice for the new tenant to enter a clean and nice living space. In addition, it is very important for us to part ways with old residents in good terms. To guarantee this, we schedule two inspection moments with you. A pre-inspection and a final inspection. The differences between these inspections are listed below.

Pre- and final inspection

Pre-inspection

- First inspection moment.
- This should take place 1-2 weeks before the final inspection.
- The accommodation does not have to be as clean as when it was handed over. Not all work needs to be completed and personal belongings may still be there.
- You will receive tips on how to prepare the accommodation for the final inspection.

Final inspection

- Second inspection moment.
- This takes place no later than 12:00 pm on the last working day of the lease (unless otherwise agreed).
- The living space must be completely ready for delivery. All work must be finished and all belongings removed from the living space. The exception to this is the arrangements listed on the signed take-over form.
- It is not possible to do any cleaning/repair work during or after the final inspection.
- Should it become clear during the final inspection that items have been left behind (this includes a color on the wall) without clear agreements on this, the costs for removal or repair will be recovered from the departing tenant.

Checklist

We want to do everything we can to welcome the next tenant into a nice place to live. We pay attention to many different things and it can happen that you overlook something as a result. To prevent this as much as possible, we have made a handy checklist. These can be found later in this document. Read these carefully and cross out any things that are already in order.

Take-over form

The old tenant and the new tenant often have mutual contact to arrange certain things. For example, certain furniture may be taken over or a certain color of paint may remain on the wall. To prevent any misunderstandings, we ask that the agreements made be put on paper and signed by both tenants. This way we have insight into what has been agreed and can take it into account during the final inspection. You have already received this take-over form from us along with this document. Only when we have received it back with both signatures is this valid.

After the final inspection

Once the final inspection has taken place, you turn in all keys and bike tag(s) to our employee. Leave the garbage card in the kitchen drawer. After this, you may no longer enter the apartment. The new tenant is not allowed to enter before the set rental period has started. It is therefore not allowed to give your key to the new tenant or to put their belongings in the house.

After the final inspection, the final bill will be prepared for you. A balance will be drawn up of any outstanding invoices, over or underpayment of service costs, cleaning and repairs and other matters. This will be sent to you as soon as possible. After drawing up the final bill, we will also return the deposit to you. This will happen at the latest within 4 weeks after sending the final bill.

And furthermore

- Communicate your new address to important agencies. Think about your employer, your educational institution, your bank, your doctor, your insurance and subscriptions, if any. There are always more than you think, so make sure you don't forget one. Otherwise, your mail may just be delivered to your old address.
- Also report your move to the municipality where you are going to live. They will update your address in the Basic Registration of Persons (BRP).
- Sign out with the Groningen Water Company, your internet and TV provider and your energy supplier. You do not have to inform Ista of your move. We will arrange this for you.
- Finally, make sure that you do not cause any inconvenience to other tenants during the move. Do not make too much noise, do not block the elevator, do not leave things in the common areas and make sure you do not cause any damage. Thank you in advance for your cooperation.

In summary

At the end of the rental period, the living space must be left tidy. A pre-inspection and final inspection are scheduled for this purpose. During the pre-inspection you will be given tips on how to tidy up the living space. During the final inspection, you will be assessed to see that everything is left behind properly and the key will be handed over. Make sure that the living space is clean and technical defects have been resolved. You will find a checklist later in this document. On the take-over form, note any agreements you may have made with the new tenant. This must be signed and returned to us. During the final inspection, you will hand in all keys and labels of the accommodation to one of our employees. You will receive the final settlement within 4 weeks at the latest.

In conclusion

We hope you look back on your time at Woldring Rental in a positive way. We get excited to read all the great reviews and stories back on Google. Reviewing is quick and easy on desktop or mobile via the button below or copy this link into your browser <https://g.page/r/CYIYdx5OTyl2EB0/review>

Do you have another tip or improvement suggestion for us? If so, your feedback is greatly appreciated. Send us an email at verhuur@woldringverhuur.nl and we will get back to you.

Thank you for renting with us and have a great time in your new home.

With kind regards,

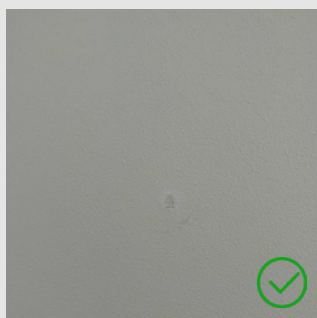
Team Woldring Verhuur

Checklist

Use this checklist to make sure you've left the living space properly. Do you have questions about anything? Or can't meet a certain point? If so, please contact us.

Walls & ceilings

- The walls and ceiling are free of dirt, dust and mold
- Everything is white and possibly painted with a white wall paint (without RAL)
- Nails, screws and plugs have been removed and holes have been filled
- Damage to structural walls are repaired
- Doors & door handles are clean, original & undamaged

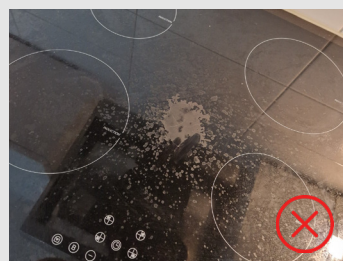


Bathroom

- Bathroom is clean and free of lime, dust and mold
- Toilet is clean
- Sink is clean
- Washing machine outlet is present
- Shower doors are clean and undamaged
- Shower (head) is clean and free of limescale
- Mirror is clean

Kitchen

- The stove is clean
- Microwave is clean and accessories (glass dish and rack) are present
- Refrigerator is clean
- Inside of refrigerator is complete and undamaged (shelves, doors, etc.)
- Dishwasher is clean and accessories are present
- Hood and filter is clean and not greasy
- Countertop is clean and undamaged
- Kitchen cabinets and drawers are clean (inside and outside)



Flooring

- The floor is free of dirt, dust and mold
- Floor is undamaged and free of paint splatters
- Baseboards are clean and undamaged
- There is no color difference in the floor

Technical affairs

- Windows & curtain rails are clean and undamaged
- Standard outlets, switches and TV connection are present and undamaged
- Electrics & all appliances are functioning
- ClimaRad is clean

Other

- All personal property has been removed with the exception of items listed on a signed take-over form
- The garbage card is in the kitchen drawer
- All keys, tags and labels are present