

# INSTRUCTIONS FOR THOSE MOVING OUT

**When moving out, you must clean the apartment so that the new tenant can take the apartment into use without cleaning it. After moving out the room and shared facilities are inspected. If the apartment has not been cleaned well, the cleaning costs will be charged from the security deposit or billed.**

Please make sure that you have done the following:

## ROOM

- Vacuum and wipe the floors with a damp cloth or mop.
- Remove stickers and posters, and wipe stains from the doors and walls.
- Empty and wipe the cupboards and all surfaces of furniture in a furnished room.
- Close the windows and lock the door to the room.

## SHARED FACILITIES OF THE APARTMENT

The shared facilities are checked in connection with the inspection of the room. In shared apartments, all residents are jointly responsible for the cleanliness of the shared facilities. Make sure to check these before moving out:

- All floor surfaces have been vacuumed and wiped with a damp cloth or mop.
- Stains have been wiped from the doors and walls.
- Cupboards and drawers have been emptied of your own goods and wiped clean.
- The oven and cooker have been cleaned.
- The grease filter of the cooker hood, the exhaust air valve and the underside and back of the cooker and refrigerator have been cleaned regularly during the housing.
- The bathroom and toilet wash basin, toilet seat, floor drain and exhaust air valve have been cleaned.
- All lamps are working (there are no burnt light bulbs).
- The ceiling sockets and connectors are in place.
- The balcony and storage spaces have been emptied of your own goods.
- If you are the last tenant to move out of the apartment, make sure to empty, defrost and clean the refrigerator/freezer in the kitchen, turn off its power and leave the refrigerator/freezer door open.

**Please return this form to the office of Kouvola Asunnot Oy when returning your apartment keys.**

Name in CAPITAL LETTERS: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Place

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature