# Time to move?

## How to clean your apartment before moving – step by step



Heimstaden

# Thank you, for your time living with us!

Now it's time to start preparing for your move-out, and to make the cleaning process easier, we have put together a checklist for you. Here you will find the areas that need to be reviewed and cleaned before the move-out inspection.

With the help of the checklist, you can easily go through each room step by step, reducing the risk of unnecessary remarks and potential cleaning-related charges.

Unless otherwise agreed with Heimstaden, all keys, tags, and laundry room cylinders must be returned to the local Heimstaden office no later than 10:00 a.m. on the moving-out day. If the first day of the month falls on a public holiday or weekend, the next working day applies. Keys not returned on time, may be charged the vacating tenant.

We are sorry to see you leave, but we hope you enjoyed your time with us and that you might find your way back one day. We wish you all the best in your new home

Friendly wishes,

**Heimstaden**

# Move-Out Cleaning – Your Checklist

**Kitchen**

Ceiling ○
Walls ○
Window glass ○
Window sashes ○
Window frames ○
Air vent ○
Radiator (incl. behind) ○
Doors ○
Door frames ○
Floors and skirting boards ○
Thresholds ○
Oven/Cooker (inside/outside) (under/behind) ○
Cooker hood/extractor fan ○
Fridge/Freezer (inside/outside) (under) ○
Dishwasher (inside/outside) ○
Microwave (inside/outside) ○
Cupboards/Drawers (inside/outside) ○
Sink (including water trap) ○
Basin ○
Tap ○
Worktops ○
Chopping board ○
Tiles ○
Sockets/Light switches ○
Lighting ○

**Bathroom / Laundry Area / Guest WC**

|  | WC 1 | WC 2 |
|---|---|---|
| Ceiling | ○ | ○ |
| Walls/Tiles | ○ | ○ |
| Window glass | ○ | ○ |
| Window sashes | ○ | ○ |
| Window frames | ○ | ○ |
| Air vent | ○ | ○ |
| Radiator (including behind) | ○ | ○ |
| Doors | ○ | ○ |
| Door frames | ○ | ○ |
| Floors and skirting boards | ○ | ○ |
| Thresholds | ○ | ○ |
| Bathtub (under/behind) | ○ | ○ |
| Shower/Shower cubicle | ○ | ○ |
| Shower rail and shower tap | ○ | ○ |
| Floor drain (cleaned) | ○ | ○ |
| Sink (including water trap) | ○ | ○ |
| Tap | ○ | ○ |
| Toilet (inside/outside/behind) | ○ | ○ |
| Bathroom cabinet (inside/outside) | ○ | ○ |
| Mirror | ○ | ○ |
| Lighting | ○ | ○ |
| Heated towel rail | ○ | ○ |
| Sockets/Light switches | ○ | ○ |
| Washing machine (inside/outside) (under/behind) | ○ | ○ |
| Tumble dryer (inside/outside) (under/behind) | ○ | ○ |
| Drying cabinet (inside/outside) | ○ | ○ |

**Livingroom and bedroom**

|  | L-room | Room 1 | Room 2 | Room 3 | Room 4 |
|---|---|---|---|---|---|
| Ceiling | ○ | ○ | ○ | ○ | ○ |
| Walls | ○ | ○ | ○ | ○ | ○ |
| Window glass | ○ | ○ | ○ | ○ | ○ |
| Window sashes | ○ | ○ | ○ | ○ | ○ |
| Window frames | ○ | ○ | ○ | ○ | ○ |
| Air vent | ○ | ○ | ○ | ○ | ○ |
| Radiator (incl. behind) | ○ | ○ | ○ | ○ | ○ |
| Wardrobes (inside/outside) | ○ | ○ | ○ | ○ | ○ |
| Doors | ○ | ○ | ○ | ○ | ○ |
| Door frames | ○ | ○ | ○ | ○ | ○ |
| Floors and skirting boards | ○ | ○ | ○ | ○ | ○ |
| Thresholds | ○ | ○ | ○ | ○ | ○ |
| Sockets/Light switches | ○ | ○ | ○ | ○ | ○ |

**Hallway / Entrance**

|  | H 1 | H 2 |
|---|---|---|
| Ceiling | ○ | ○ |
| Walls | ○ | ○ |
| Radiator (including behind) | ○ | ○ |
| Wardrobes (inside/outside) | ○ | ○ |
| Doors (inside/outside) | ○ | ○ |
| Door frames | ○ | ○ |
| Floors and skirting boards | ○ | ○ |
| Thresholds | ○ | ○ |
| Sockets/Light switches | ○ | ○ |

**Other**

Walk-in wardrobe ○
Balcony (walls, floor and railing) ○
Patio/outdoor area ○
Storage units ○
Garage ○