

## Guide to your inventory of fixtures at the end of the rental term



To tenants at the end of your tenancy,

In order for the inventory of fixtures at the end of rental to take place in the best possible conditions, we ask you to read the information in this guide now and to refer to it when organising removals and the cleaning of your accommodation.

One month in advance	
Date of the inventory of fixtures	<input type="checkbox"/> This is set automatically by the management. If you not receive any news in the two weeks before the end of the lease, contact the management.
Notify	<input type="checkbox"/> Electricity <input type="checkbox"/> Water <input type="checkbox"/> Gas <input type="checkbox"/> Residents' registration office <input type="checkbox"/> Telephone, internet provider, etc. <input type="checkbox"/> Other personal subscriptions
Fireplace / stove	<input type="checkbox"/> Contact the chimney sweep for the cleaning of the chimney shaft and present the invoice/receipt during the inventory of fixtures at the end of rental.
Replacement of items	<input type="checkbox"/> Contact the chimney sweep for the cleaning of the chimney shaft and present the invoice/receipt during the inventory of fixtures at the end of rental.
Keys	<input type="checkbox"/> Gather and label all keys, as well as keys/chips for the laundry room. If the keys are lost, the cylinders will be replaced.
Greasing	<input type="checkbox"/> Grease locks, hinges and pivots, if necessary.

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Cleaning	<input type="checkbox"/> Leave the Flat perfectly clean. <input type="checkbox"/> Have the main cleaning implements and products at hand when returning the flat. <input type="checkbox"/> Also clean the cellar, attic, garage and letter box.
Personal installations	<input type="checkbox"/> Remove all personal installations, including stickers, hooks, papers in cabinets, nails, screws, etc. <input type="checkbox"/> Remove any personal changes (paintings or special colours, etc.)
Walls and ceiling/Nails	<input type="checkbox"/> Fill holes left by screws and nails, using the same colour. <input type="checkbox"/> Remove plugs beforehand. <input type="checkbox"/> Damaged or soiled wallpaper must be replaced/repainted by a professional, with prior consultation with the management.
Carpets	<input type="checkbox"/> Shampoo carpets and felt mats (preceded by steaming and vacuuming).
Wooden flooring	<input type="checkbox"/> In the case of abnormal wear (scratches, hammering), sealed wooden floors must be restored by a professional, with prior consultation with the management.
Windows	<input type="checkbox"/> Clean windows and window frames perfectly. <input type="checkbox"/> Also clean the inside of double-glazed windows.
Doors	<input type="checkbox"/> Place the keys to all doors and closets (in the locks).
Blinds	<input type="checkbox"/> Wash roller blinds and venetian blinds. <input type="checkbox"/> Brush sun blinds <input type="checkbox"/> Replace straps and handles if they are no longer in good condition.
Electrical installations	<input type="checkbox"/> Check and if necessary replace bulbs, spotlights, starters, fluorescent lamps, plugs and fuses.
Staircases	<input type="checkbox"/> Clean staircases, corridors, etc. in case of staining during removals.
Furnished accommodation	<input type="checkbox"/> Check that the furniture and accessories are included in the inventory, and arrange them as they were initially.

Kitchen	
Household appliances	<input type="checkbox"/> Leave them perfectly clean, according to the manufacturer's instructions. <input type="checkbox"/> Check their functioning.
Refrigerator	<input type="checkbox"/> Disconnect the fridge and defrost the freezer. <input type="checkbox"/> Replace items that are cracked, broken or in a poor state. Check each tray, shelf, washers, lighting, etc.
Oven	<input type="checkbox"/> Replace items that are cracked, broken or in poor condition, such as stained grills or plates. <input type="checkbox"/> Check the condition of plates/grills, washers, accessories and lighting, etc.
Dishwasher	<input type="checkbox"/> Replace items that are cracked, broken or in poor condition. Check filters, spinners, washers and accessories, etc.
Extractor fan	<input type="checkbox"/> In all cases, replace the filter papers and charcoal filters.
Cooker	<input type="checkbox"/> Leave ceramic hobs clean and scratch-free. <input type="checkbox"/> Clean the baking trays, leave them crack-free and non-domed. <input type="checkbox"/> Leave gas stove burners and racks in a good state of cleanliness.
Accessories/taps	<input type="checkbox"/> Check accessories, particularly washers, shower hoses, handles and aerators and replace them if necessary.
Descaling	<input type="checkbox"/> Descale taps, sanitary appliances and individual boilers. Present the receipt/invoice showing the descaling of the boiler in the inventory of fixture at the end of rental (if an individual boiler)
Drains and by passes Flows	<input type="checkbox"/> Unblock drains and flow bypasses.
Instruction manuals	<input type="checkbox"/> Gather instruction manuals and place them in a kitchen cabinet.

Bathroom, shower room, separate WC	
Utensils/tapes	<input type="checkbox"/> Check accessories, particularly washers, shower hoses, handles and aerators and replace them if necessary.
Descaling	<input type="checkbox"/> Descale taps, sanitary appliances and individual boilers. Present the receipt/invoice showing the descaling of the boiler in the inventory of fixture at the end of rental (if an individual boiler)
Drains and flows	<input type="checkbox"/> Unblock drains and flow bypasses.
Toothbrush holders, soap holders	<input type="checkbox"/> Check their condition - intact and unchipped, otherwise replace them in compliance with the quality and consistency of the original.
Ventilation	<input type="checkbox"/> Carefully clean (grill, air vents) and change the filter.
Washing machine and dryer	<input type="checkbox"/> Leave them perfectly clean, according to the manufacturer's instructions. <input type="checkbox"/> Check their functioning. <input type="checkbox"/> Replace items that are cracked, broken or in a poor state, <input type="checkbox"/> Place instruction manuals on machines

Exterior	
Balcony /terrace	<input type="checkbox"/> Clean and remove moss. <input type="checkbox"/> Unblock run-offs.
Garden law	<input type="checkbox"/> Tidy up, prune the shrubbery. <input type="checkbox"/> Refer to the terms of the lease