

# KLARABO

A person is shown from the waist up, holding a large, empty cardboard box. They are wearing a dark green t-shirt and blue jeans. Their hands, with pink nail polish, are visible gripping the box. To the right, another person's arm and hand are visible, holding a stack of two similar cardboard boxes. The background is a plain, light-colored wall. In the bottom left corner, there is a small potted plant with long, thin green leaves.

**A GUIDE FOR  
YOU WHO  
ARE MOVING**



## Notice of termination

Here is a handy guide with important information and a checklist to help you prepare for your move-out.

When we received your notice, we sent a confirmation. Please take a moment to double-check the details and let us know if anything seems incorrect.

### **We are curious—what prompted your decision to move?**

At KlaraBo, we would love to learn how we can make our residents' living experience even better.

That is why we would really appreciate it if you could spare a moment to answer a few quick questions. Simply scan the QR code to share your thoughts. Thank you!



## Important!

Any damage or unusual wear, such as grease stains on the wallpaper, holes from shelves, kids' drawings on the walls, or smells from smoking, must be fixed before the inspection. If these issues are not addressed before you move out, you may be responsible for the cost of restoration.

If the cleaning does not pass inspection and we need to hire a cleaning company to restore the apartment, that cost will be charged to you as the tenant. To avoid this, it is a good idea to give your cleaning a thorough check before you leave the apartment!

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# A guide for your move

Here's a quick overview of what happens now that you have given notice for your apartment! Follow the steps, and we will make sure everything goes smoothly so you can wrap up your time with us on a positive note.

## Apartment viewing

As a tenant, you are required by law to allow us to show your apartment to potential future tenants. We will get in touch to arrange a time that works for both of us.

## Electricity, TV, and internet subscriptions

Remember to cancel your electricity and internet subscriptions before you move! You can easily do this by contacting your service providers directly. Be sure to handle this in good time so you do not receive any unexpected bills after you have moved out.

## Keys and tags

Keys should be returned at the time of your move or during the final inspection, unless we have agreed otherwise. Once your lease ends, we want all keys, cards, and tags back by 12:00 PM the next weekday. In some locations, you can return them to your local office or an authorized locksmith. Contact us if you are unsure where to drop them off.

## Repairs in the apartment

Do not forget to fix any holes in the walls or other small repairs before you start your move-out cleaning – that way, you will not have to rush at the last minute!

## Cleaning

Feel free to use this checklist to make sure you do not forget anything while cleaning. If the cleaning is not approved, we may unfortunately have to charge a fee. And remember – when cleaning wooden floors, use as little water as possible to keep the floor looking great.

## Book the final inspection

Before you move out, we will need to do an inspection of the apartment – but do not worry, it is easy! Contact us, and we will schedule a time that works for you.

Date and time: \_\_\_\_\_

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# Cleaning checklist

Check off each task as you go to keep track of your progress.

## Kitchen

### Stove and hood

- ☐ Clean all sides of the stove
- ☐ Oven and oven racks
- ☐ Clean cooktops/hob
- ☐ Baking trays
- ☐ Inside and outside of the hood Filters

### Appliances and dishwasher

- ☐ Clean the sieves
- ☐ Defrost the freezer
- ☐ Limescale deposits? Run an empty cycle
- ☐ Clean the fridge and freezer
- ☐ Clean the inside and outside of the dishwasher

### Cabinets and sink

- ☐ Clean cabinets and drawer
- ☐ Clean countertops

### Other

- ☐ Wipe down walls and ceilings
- ☐ Wipe down baseboards and thresholds
- ☐ Clean doors
- ☐ Clean windows – all sides
- ☐ Wipe down radiators and light fixtures
- ☐ Vacuum and mop the floors

## Bathroom and toilet

When cleaning the bathroom, it is important not to forget to clean the floor drain.

If you have limescale deposits in the shower, we recommend purchasing special cleaning products available in most supermarkets.

## Bathtub and shower

- ☐ Clean and clear the floor drain
- ☐ Wipe all surfaces in the bathtub/shower
- ☐ Clean the faucet
- ☐ Clean under and behind the bathtub

## Wash basin

- ☐ Clean all surfaces around the wash basin
- ☐ Clean the faucet
- ☐ Wipe down and clean the bathroom cabinet
- ☐ Clear and clean the drain trap
- ☐ Polish the mirror

## Other

- ☐ Clean the toilet thoroughly
- ☐ Wipe down walls and ceilings
- ☐ Wipe down baseboards and thresholds
- ☐ Clean windows – all sides
- ☐ Wipe down radiators and light fixtures
- ☐ Vacuum and mop the floor

## Other rooms

If you have holes in the walls, they must be repaired. Start by filling them with filler and sanding them down so you can paint over them. It is a good idea to do this a few days before you begin cleaning!

## Bedroom, living room and hall

- ☐ Wipe down walls and ceilings
- ☐ Clean the radiators
- ☐ Wipe down baseboards and thresholds
- ☐ Clean windows – all sides
- ☐ Wipe out closets
- ☐ Clean light switches and outlets
- ☐ Vacuum and mop the floors

## Other areas

- ☐ Balcony/patio
- ☐ Storage
- ☐ Garage

### Tip!

Start from the top and work your way down through the room. This way, you will not have to repeat the same tasks.

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**Thanks for being part  
of our neighborhood!**

**Good luck with the move!**

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