

## Moving out Info

Dear tenants,

in light of the crisis and the high risk of infection of the novel Corona virus, there will be **no personal pre and final checks of the rooms.**

### **No appointments with the caretakers:**

We kindly ask you to consider the following **points and notes** and work through them carefully and thoroughly until the latest April 30th at 10 am.

### **Cleaning tips for the move out:**

Apartments/single rooms are to be handed over in a clean, contractual and proper condition so that the move in of the new tenant can be guaranteed. Furthermore we reserve the right to offset any charges that might come up due to insufficient cleaning with your deposit.

### **Cleaning tips for shared apartments:**

The common rooms in shared apartments (kitchen, entrance hall, hallway, bathroom/toilet) are to be handed over in a proper condition.

Please make absolutely sure that all tenants of a shared apartment know they share a joint liability in the case that the overall condition of cleanliness does not match an acceptable level.

This is why we reserve the right to deduct the cost from the deposit or charge every single tenant of a shared apartment for a potential clearing out and cleaning.

### **Return of the deposit:**

Usually, the return of the deposit can take up to 6-8 weeks after the end of the rental contract and the money will be transferred onto any account, if after our final check of the room, there are no significant complaints.

**Receiving the deposit in cash upon your move out is currently not available.** That is why we kindly ask you, if you haven't already done so, to please send us your account details via e-mail.

### Pending repairs:

In case there are pending repairs in your apartment/single room (lighting, silicone joints, defective fridge door etc.) we kindly ask you to put a fully filled out **repair sheet into the caretaker's letterbox**. You can find the repair sheets in front of the caretaker's office.

**Please be understanding that before the move out we will only be able to carry out urgent emergency repairs (water pipe breakage, no electricity, plugged toilet or shower).**

If you are unsure, please send us a short e-mail or call the caretaker or the administration. We will be able to evaluate the urgency of your concern.

### Handing over the keys:

To avoid any personal contact, we kindly ask you to proceed with handing over the keys as follows:

- **All keys** (house/room keys, room card, transponder/chip, keys for the letterbox, bike stand keys\*, kitchen cabinet keys\*\*) have to be put into an **envelope** with your **apartment/room number** as well as your name and to be put into the **caretaker's letterbox**.

Please do not put the envelope into your own letterbox!

\* only dormitory Wallstraße

\*\* only dormitories Inter II and Münchfeld

### **Unusual situations call for unusual measures.**

This is why we strongly ask you for your attention and compliance for the before mentioned specifications for your move out, taking into account the solidary social distancing for yourself and your fellow human beings.

Finally, we thank you for the time together in the student dormitories and wish you all the best for your future endeavors, good luck and stay healthy!

Kind regards,

Team International  
Studierendenwerk Mainz