

### RETURNING THE KEYS AND MOVING DAY

- Moving day is the weekday after your tenancy agreement has ended and on that day you have to leave the apartment and the keys by 12 o'clock noon. If the moving out date is placed on the weekend or a midweek holiday, the apartment has to be emptied and the keys returned on the next weekday by 12 o'clock in the noon.
- You probably remember when you moved in that new tenants are already waiting for the keys to the apartments when old tenants are moving out. The same moving day you need to move out the new tenant has right to occupy the apartment so please remember to return the key on time!
- Remember to return your keys not later than on the moving day to DAS customer service. **Please return the keys by noon (12 o'clock) so that new tenant is able to move in!** It is **not allowed** to leave the keys in the apartment.
- If you are moving during weekend or some other holiday you can give the keys to new tenant only by using "a changing keys agreement". The form is at [www.das.fi/tenant](http://www.das.fi/tenant).
- If you don't return all the keys we need to change the locks to the apartment and the costs will be charged from you.
- Outside open hours (nights and weekends) you can leave the keys in DAS office mailbox in an envelope. Write your name on top of the envelope.

### CHECKING THE APARTMENT

- DAS will check the apartment 1) after your tenancy agreement has ended or 2) earlier if the apartment is empty and keys returned or 3) if you have ordered the apartment check for specific weekday. DAS will use master key if you are not present at the apartment.
- You will receive a link for ordering the apartment check in your email in the beginning of the month that you are moving out. DAS will check the apartment anyway even if you don't order the checking. You don't have to be in the apartment during the checking. If you want to be, ask for the time through the link. If the time request can't be fulfilled, DAS will contact you. You can also contact DAS Maintenance service tel. 020 7699 180.
- Apartment will be checked thoroughly and especially we check cleaning, general condition of the apartment, electric equipment, switches and sockets etc. **If there is something wrong in the apartment the faults will be photographed and you will receive an automatic email from our maintenance service system about the faults that will be billed from you.** If we don't reach you it doesn't prevent us to start repairing the fault in the apartment. The costs can be taken from your deposit or charged from you.

### ITEMS AND GUIDES THAT BELONG TO THE APARTMENT

- Remember that all the items that belong to the apartment must be left there on the right place. Such as smoke detector, shower curtain (about 35 €), lamp sockets (about 60 €) and vacuum valve (about 15 €).
- Leave the guides for the electric equipment (stove, fridge etc.) in the apartment.
- If you have used dishwasher, remember to plug the drain hole after disconnecting the dishwasher.
- **In the furnished apartments all the furniture (including mattress and mattress pad) must be on its place.**

### THINGS YOU WANT TO THROW AWAY

- Please remember DAS directions for waste disposal when moving out. Furniture or household equipment or hazardous waste is not allowed to leave to waste containers, storage spaces or corridors or leave in the apartment.
- If you have agreed with new tenant that you will leave something in the apartment, put a clear note to those things.

### OTHER SPACES AND SERVICES

- Please remember to empty your storage and take your bike with you.
- Cancel all the tenant services (for example car parking or gym) in DAS tenant pages.
- Remember to cancel your DASnet agreement with Telia by phoning Telia Customer service tel. +358 20 690 400. (Not in DAS Lauri or XI)
- If you have used DAS Bike, return the bike (with deposit) to DAS office and the other freely used bike where it belongs and leave it unlocked.

### MOVING OUT CLEANING



- Please remember to perform thorough moving out cleaning, especially if you have neglected weekly cleaning.
- The tenant has to leave the apartment in a good and tidy condition when moving out. The moving out cleaning must be done according to the cleaning instructions attached in your tenancy agreement. You can find the instructions also from [www.das.fi/tenant](http://www.das.fi/tenant) → Contact DAS. If the moving out cleaning has been neglected the lessor has the right to order cleaning from a cleaning company without consulting the tenant and to charge the costs from the tenant's deposit. Alternatively the lessor can charge a penalty fine according to what has been agreed on in the agreement to cover the costs of cleaning the apartment.
- In shared apartments notice if other tenant(s) stay in the apartment when you clean.
- In shared apartments the shared space must be cleaned together with all tenants and it is both the moving out tenant's and the tenant's who is staying responsibility that the shared space is cleaned properly.
- In shared kitchen clean the cabinets and shelves that you have been using, other tenants cabinets you don't have to clean. Pay attention to cleaning the stove, oven, fridge and other places in the kitchen together with your flatmates.

**Moving out cleaning includes always all the things that are listed below.**

- vacuum floors and swipe with detergent and wet wipe, also the floor moldings
- wipe the spots from the doors, walls or other places
- clean the kitchen cabinets and swipe all the spots
- empty your wardrobe and swipe them clean
- **clean the stove and oven, also behind the stove**, wash the baking trays
- clean the air vents
- wash the cooker hood filter
- **cleaning the windows** (during the winter only from inside), windows opening handle you can get from our housing office
- **empty, defrost and clean fridge and freezer, clean also the behind of the fridge**
- when defrosting the freezer and fridge in shared apartments take into consideration if someone is staying in the apartment
- leave the doors of fridge and freezer open if nobody stays to live in the apartment
- remember good airing, but don't leave balcony door or windows open
- wash the bathroom, also toilet seat and sink
- clean the bathroom drain
- remove your name labels from the door and mailbox

## DEPOSIT

Deposit will be returned as soon as possible (about 1-2 weeks) after returning the keys. In order to receive the deposit back is that the apartment is cleaned and there is nothing broken or missing, all the keys have been returned and all the rents and other payment to DAS have been paid. Deposit will be paid to bank not in cash. We need your full bank details to be able to return the deposit. You can inform your bank details in tenant pages [www.das.fi](http://www.das.fi).

## IF YOU ARE MOVING TO ANOTHER DAS APARTMENT

- Instructions for cleaning and throwing away things concern also the tenants moving to another DAS apartment.
- If the apartment stays the same and only the names in the agreement change, there will be done a check in the apartment anyway. Please request a checking time through the link and mention that it is a check for changing the names in the agreement.
- Deposit will not be returned but it will be transferred to the new agreement. If the deposit is higher in the new apartment you have received an extra bill and if the deposit is less we will return the extra amount to your account.
- DASnet agreement is always made for certain apartment. Please remember to transfer your DASnet to your new apartment. You can do it by phoning Telia customer service tel. +358 20 690 400.

**DAS thanks you for staying in our apartment and wishes you all the best in the future!**