

CLEANING AND MOVE-OUT INSTRUCTIONS

▶ Cleaning has to be done so well that the next tenant doesn't have to clean the apartment when moving in. ◀

If cleaning is neglected, Kuopas will have to charge the tenant for the cost of the cleaning services according to the actual billing. Any cleaning bill will be deducted from the paid deposit.

For tenant moving out of a shared apartment:

- The tenant who is moving out and the tenants who are staying must together clean the shared areas of the apartment thoroughly.
- The tenant who is moving out must also clean their own private room.
- If you move out before the inspection and other tenants remain in the apartment, take detailed photos of the cleaned areas.

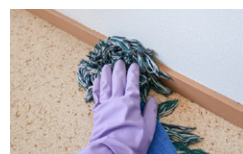


1

GENERAL CLEANING (from all rooms)

- ☐ Floors vacuumed and washed
- ☐ Balcony and terrace cleaned
- ☐ Walls, doors & baseboards wiped

- ☐ Light switches, door handles, and cabinet doors cleaned
- ☐ Dirt and insects cleaned from between windows
- ☐ Personal belongings and trash removed

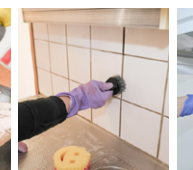


2

KITCHEN

- ☐ Stove & oven cleaned (including sides & back)
- ☐ Baking trays and racks washed
- ☐ Countertops, cabinets, and surfaces wiped

- ☐ Fridge & freezer emptied, defrosted, and cleaned
Unplug appliances and leave doors open.
Last person moving from a shared apartment defrosts the fridge.
- ☐ Ventilation valve cleaned
- ☐ Grease filter in the cooker hood cleaned

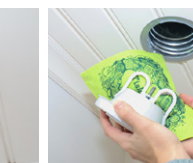
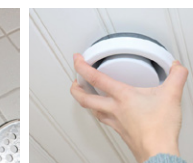


3

BATHROOM & TOILET

- ☐ Toilet, sink, and shower area cleaned
- ☐ Limescale removed from taps & surfaces
- ☐ Floor drain emptied and cleaned

- ☐ Wall tiles and floor scrubbed clean
- ☐ Mirrors and cabinets wiped
- ☐ Ventilation valve cleaned



4

OTHER IMPORTANT NOTES

- ☐ Dishwasher and washing machine:
Remove and seal connections, reinstall the cabinet cover
- ☐ Apartment equipment left in place
(modem, TV cables, curtain rail parts, shower curtain)
- ☐ Storage locker emptied and clean, personal items removed from storage areas. Name crossed from the storage locker list.

- ☐ Removed light fixtures / ceiling outlets must be in place
- ☐ No extra furniture left in the apartment or waste shelter
- ☐ Windows closed, room door locked when leaving
- ☐ Radiator thermostat left open



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KEY RETURN

Return all keys to the Kuopas office no later than 10 AM on the next working day after your tenancy agreement ends.
(Internal transferees by 4 PM)

Return options: Customer service desk, return box inside the office, or the mailbox in the office backyard.

⚠ If any keys are missing, the tenant will be charged for rekeying the locks.

