

When moving out, each tenant is obligated to do cleaning prior to handing over the key. **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.**

When moving, special attention should be paid to the matters below – even when tenants remain in other rooms. Cleaning of the shared apartment's common areas is the responsibility of every tenant equally. The last person leaving the shared apartment is responsible for ensuring that the apartment is clean.

If you move out before the moving out inspection, and there are still tenants remaining, take pictures of the cleaned area and surfaces. Take detailed images, as cleaning results may not be visible in photos taken from a distance.

### Kitchen

- ☐ Take the refrigerator out of its place and wash the interior & exterior and clean the background.
- ☐ Defrost the freezer and fridge, unplug power and leave the doors open when you leave. In shared apartment the last person to leave will defrost the fridge. Don't wet the floor while defrosting!
- ☐ Take the oven out of its place and wash its interior and exterior, clean the oven and the baking trays.
- ☐ Clean the kitchen cabinet interiors and exteriors, and the air ventilation valves. Wash the stove hood grease filter.
- ☐ Clean the limescale from the water fixtures.

### Bathroom and toilet

- ☐ Clean the toilet and sink.
- ☐ Clean the shower floor trap.
- ☐ Clean the air ventilation.
- ☐ Clean the limescale from water fixtures, floors and walls.

**All floor surfaces of the rooms and the apartment should be vacuumed and washed (kitchens, hall, toilet and bathroom) as well as stains removed from the doors and walls. Clean also the balcony. Dust and any insects should be removed between the windows (except in furnished apartments).**

### Note also these issues

- ☐ If you have a dishwasher installed, when removing it, the cabinet should be installed back to its original place and the entry and exit valves have to be plugged.
  - ☐ If the washing machine drain hose is connected to the sink below, the connection has to be plugged when removing the drain hose.
  - ☐ Personal property storage has to be empty and clean; bicycles, skis, playground equipment, etc. have been removed from general storage. underline the reservation you made to the storage room list, if you used the storage room.
  - ☐ The detached lamps and lamp sockets are in place.
  - ☐ The accessories contained in the apartment is left in apartment (modern accessories, TV connections, sliding curtain rail for clamps, shower curtains, etc.)
  - ☐ No furniture or other belongings has been left in the apartment or in the property's waste shed.
  - ☐ Apartment windows and shared apartment's room door are closed when you leave.
  - ☐ Return all house (and car parking) keys in the right amounts to Kuopas' office with tenant's name and Kuopas address, by 10 AM on the business day following the end of your tenancy. (Internal transferees by 4 PM.)
- During office hours, return the key to customer service or to the metal return box on the office wall. Outside of office hours, return it to the mailbox on the office's main door.

**NOTE! If keys to the apartment are missing, rekeying of the locks will be done at the tenant's expense.**

**The rental deposit will be paid back during one month after the last day of the contract.**  
Costs due to cleaning and other deficiencies related to the apartment may be deducted from the deposit.

