

Thank you for choosing a VTS-kodit flat! When moving out, please consider the following:

Make sure that dishwasher's inlets are capped thoroughly to avoid water damage! You can order a capping service free of charge at least 10 days before by using our fault report on OmaVTS-palvelu <https://omavts.fi> or by contacting maintenance company customer service (contact info on noticeboard.)

The tenant is responsible for disconnecting and removing the dishwasher. The cupboard that has been removed does not have to be reinstalled/brought back. Inadequate capping and any resulting damages will be charged to the tenant moving out.

Remember to cancel your sauna slot to the facility management company.

Return your keys to the VTS-kodit office on the first business day after the termination of your tenancy agreement by 10 am. Put the keys in an envelope and clearly mark the address and number of the flat on the envelope. Missing keys may lead to the need to replace the locks, the cost of which will be charged to the tenant moving out. We do not accept copied or damaged keys or keys that are handed in late.

Submit a notification of change of address. The fastest way to submit the notification is to use the electronic service at [www.muuttoilmoitus.fi](http://www.muuttoilmoitus.fi). Terminate your electricity contract.

Submit a notice of moving out to the facility management company within three days of moving out.

If you have any further questions, please contact [asuntotarkastukset@vts.fi](mailto:asuntotarkastukset@vts.fi) at least two weeks before you move out.

### **INSTRUCTIONS FOR CLEANING BEFORE MOVING OUT**

Before moving out, you must clean and empty the flat according to the valid cleaning instructions. Remember to clean your patio, balcony and storage rooms as well.

When cleaning, pay particular attention to the following: Clean all the cupboards, shelves, doors and other spaces and surfaces. Sweep/vacuum and wash all the floors in all spaces. Clean all the doors and doorposts. Clean the outlet vents in the flat; do not adjust the settings.

**Do not leave anything in the flat, on the balcony or patio or in the storage rooms.** Remove your own light fixtures. Leave the ceiling boxes in place; missing ceiling boxes will be charged to the tenant. If you have agreed with the next tenant about leaving anything in the flat, please leave a clear note about it on the kitchen counter.

**Washrooms:** Clean the toilet bowl, washbasins, shower/bathtub, floor drains, all surfaces and water taps. Clean the sauna benches.

**Kitchen:** Clean and defrost the refrigerator, chiller and freezer. Turn the devices off and leave their doors fully open after you have cleaned them. Make sure that no defrosting ice melts onto the floor. Wash the cooker hood and grease filter. Clean the cooker plates, oven and baking trays. Pull out the cooker and clean the sides of the adjacent cupboards, the wall behind the cooker, the floor and the sides of the cooker.

Close the doors and windows when you leave the flat. Only throw normal household waste in the building's waste container. Each tenant is responsible for taking any old furniture, mattresses, etc. as well as any hazardous waste to the waste disposal site or hazardous waste collection point.

**If the cleaning or emptying of the flat is not done properly or at all and must be assigned to a cleaning company, the costs will be charge to the tenant moving out.**