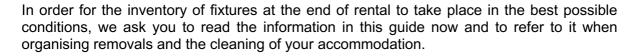


Guide to your inventory of fixtures at the end of the rental term

To tenants at the end of your tenancy,





One month in advance		
Date of the inventory of fixtures	This is set automatically by the management. If you not receive any news in the two weeks before the end of the lease, contact the management.	
Notify	Electricity Water Gas Residents' registration office Telephone, internet provider, etc. Other personal subscriptions	
Fireplace / stove	Contact the chimney sweep for the cleaning of the chimney shaft and present the invoice/receipt during the inventory of fixtures at the end of rental.	
Replacement of items	Contact the chimney sweep for the cleaning of the chimney shaft and present the invoice/receipt during the inventory of fixtures at the end of rental.	
Keys	Gather and label all keys, as well as keys/chips for the laundry room. If the keys are lost, the cylinders will be replaced.	
Greasing	Grease locks, hinges and pivots, if necessary.	

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Cleaning	Leave the Flat perfectly clean. Have the main cleaning implements and products at hand when returning the flat. Also clean the cellar, attic, garage and letter box.
Personal installations	Remove all personal installations, including stickers, hooks, papers in cabinets, nails, screws, etc. Remove any personal changes (paintings or special colours, etc.)
Walls and ceiling/Nails	Fill holes left by screws and nails, using the same colour. Remove plugs beforehand. Damaged or soiled wallpaper must be replaced/repainted by a professional, with prior consultation with the management.
Carpets	Shampoo carpets and felt mats (preceded by steaming and vacuuming).
Wooden flooring	In the case of abnormal wear (scratches, hammering), sealed wooden floors must be restored by a professional, with prior consultation with the management.
Windows	Clean windows and window frames perfectly. Also clean the inside of double-glazed windows.
Doors	Place the keys to all doors and closets (in the locks).
Blinds	Wash roller blinds and venetian blinds. Brush sun blinds Replace straps and handles if they are no longer in good condition.
Electrical installations	Check and if necessary replace bulbs, spotlights, starters, fluorescent lamps, plugs and fuses.
Staircases	Clean staircases, corridors, etc. in case of staining during removals.
Furnished accommodation	Check that the furniture and accessories are included in the inventory, and arrange them as they were initially.



Kitchen	
Household appliances	Leave them perfectly clean, according to the manufacturer's instructions. Check their functioning.
Refrigerator	Disconnect the fridge and defrost the freezer. Replace items that are cracked, broken or in a poor state. Check each tray, shelf, washers, lighting, etc.
Oven	Replace items that are cracked, broken or in poor condition, such as stained grills or plates. Check the condition of plates/grills, washers, accessories and lighting, etc.
Dishwasher	Replace items that are cracked, broken or in poor condition. Check filters, spinners, washers and accessories, etc.
Extractor fan	In all cases, replace the filter papers and charcoal filters.
Cooker	Leave ceramic hobs clean and scratch-free. Clean the baking trays, leave them crack-free and non-domed. Leave gas stove burners and racks in a good state of cleanliness.
Accessories/taps	Check accessories, particularly washers, shower hoses, handles and aerators and replace them if necessary.
Descaling	Descale taps, sanitary appliances and individual boilers. Present the receipt/invoice showing the descaling of the boiler in the inventory of fixture at the end of rental (if an individual boiler)
Drains and by passes Flows	Unblock drains and flow bypasses.
Instruction manuals	Gather instruction manuals and place them in a kitchen cabinet.

Bathroom, shower room, separate WC	
Utensils/tapes	Check accessories, particularly washers, shower hoses, handles and aerators and replace them if necessary.
Descaling	Descale taps, sanitary appliances and individual boilers. Present the receipt/invoice showing the descaling of the boiler in the inventory of fixture at the end of rental (if an individual boiler)
Drains and flows	Unblock drains and flow bypasses.
Toothbrush holders, soap holders	Check their condition - intact and unchipped, otherwise replace them in compliance with the quality and consistency of the original.
Ventilation	Carefully clean (grill, air vents) and change the filter.
Washing machine and dryer	Leave them perfectly clean, according to the manufacturer's instructions. Check their functioning. Replace items that are cracked, broken or in a poor state, Place instruction manuals on machines

Exterior	
Balcony /terrace	Clean and remove moss. Unblock run-offs.
Garden law	Tidy up, prune the shrubbery. Refer to the terms of the lease