

# WHEN YOU MOVE OUT



HSB – home of opportunities

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# BEFORE YOU MOVE

**THANK YOU!**  
We are glad you have been a resident at HSB and we hope you have enjoyed your apartment and the service we provide. In this brochure, we want to highlight things that are easily overlooked but is obligatory to do before you move.

**APARTMENT VIEWING**  
According to §26 of the Tendency Act, during the notice period, you are requestd to show the aparment to prospective tenants selected by us. Therefore, we will provide your name and phone number so they can contact you to schedule a viewing.

- TERMINATION OF SUBSCRIPTION AND SIDE CONTRACTS**
- Contact your provider for phone, Internet, and TV to canel or move your subscription.
  - Keep in mind that the notice period may vary, so check what applies to your specific subscription.
  - Side contracts, such as parking spaces and storage units, will auto-matically terminate at the same time as the apartment contract.



# INSPECTION

## ORDER AN INSPECTION

When the lease expires, the apartment must be inspected. HSB conducts an inspection of all apartments to check for any damages or abnormal wear and to ensure that the cleaning has been properly done.

Everything that belongs to the apartment must be left in the apartment.

**Order an inspection about two weeks before moving out by calling: 010-303 20 00 or e-mail: [kundservice.norr@hsb.se](mailto:kundservice.norr@hsb.se).**

In addition to the apartment, the inspection also covers storage areas and other spaces such as the garage. The tenant is responsible for leaving the apartment clean and in good condition.

It is preferable if you can be present during the inspection, as any costs for damages, abnormal wear, or insufficient cleaning will be charged to you.

## LEFT ON DISPLAY FOR INSPECTION

The loose equipment that belongs to the apartment should be placed visibly on the kitchen counter, such as the ice tray for the freezer compartment, TV decoder, router and cards with codes for TV and broadband.

Missing equipment will be charged to the tenant according to a special price list agreed upon with the tenant association.



# FINAL CLEANING BEFORE YOU MOVE

When you move out of the apartment, it must be thoroughly cleaned, known as final cleaning. The cleaning must be completed before the move-out day.

## CLEANING TIPS FOR THE BATHROOM

**Toilet:** Clean both inside and outside. Don't forget the U-bend.

**Sink:** Clean with mild cleaning agents. Don't forget the underside of the sink and the pipes.

## CLEANING TIPS FOR THE LIVING ROOM AND BEDROOM

**Windows:** Clean inside, outside and between the panes. Also, clean the woodwork. Clean behind the radiators as well.

Wipe down floors and interior doors. Don't forget the top edge. Clean out cabinets and closets. Don't forget the shelves and drawers. Wipe down baseboards, electrical outlets, and light switches.

## CLEANING TIPS FOR THE KITCHEN

**Stove and oven:** Clean the hob. Clean the baking sheets and the oven grates. Also, clean behind the stove. Clean the cooker hood, cover, and filter. Clean the oven and heating cabinet.

**Refrigerator and freezer:** Empty and clean the refrigerator. Defrost and clean the freezer.

**Sink, cabinets, walls and floors:** Clean the sink. Wipe down the cabinets inside and out. Clean the tiles. Also, clean the floors, walls, and ceiling.

Remember to clean thoroughly!  
If the apartment is not properly cleaned,  
you will be charged for the cleaning cost.

# CHECK LIST

## STOVE

- ☐ Stove, top side
- ☐ Hotplates - including sides
- ☐ Behind stove
- ☐ Cooker hood fan
- ☐ Spice rack
- ☐ Oven
- ☐ Baking sheets
- ☐ Oven grates
- ☐ Heating cabinet

## FRIDGE AND FREEZER

- ☐ Defrost
- ☐ Clean

## CABINETS, BOXES, SHELVES

- ☐ Interior
- ☐ Exterior

## REMAINING KITCHEN

- ☐ Pantry
- ☐ Cutting board
- ☐ Lamp globes

## BATHROOM

- ☐ Washbin
- ☐ Taps

- ☐ Bathtub - including underneath
- ☐ Behind bathtub front
- ☐ Floor
- ☐ Floor drain
- ☐ Toilet
- ☐ Bathroom cabinets
- ☐ Mirrors
- ☐ Ventilators
- ☐ Lamp globes

## REMAINING ROOMS

- ☐ Windows, In- & outside & between glasses
- ☐ Heating elements
- ☐ Doors, including top edges
- ☐ Floors
- ☐ Cabinets, wardrobes- shelves, boxers
- ☐ Wall sockets and power switches
- ☐ Walls
- ☐ Ceiling

## REMAINING SPACES

- ☐ Storage
- ☐ Garage
- ☐ Balcony

# KEEP IN MIND

## RESPONSIBLE FOR DAMAGE

Under the Tenancy Act, the tenant must compensate the landlord for damage caused in the apartment through the tenant's own fault. As a tenant you are also responsible for damage to the apartment that by carelessness or negligence is caused by someone in your household. This also applies for damage caused by a guest or someone else occupying your apartment or if you have hired someone to carry out work on your behalf. If the apartment is not properly cleaned upon move-out, you will be charged for hired cleaning services..

## GARBAGE DISPOSAL

All bulky waste such as furniture, TV sets, computers etc. must be taken to the recycling center by the person moving.

If you leave bulky waste in the waste room you will be charged the cost for removing them.

# KEYS

## RETURNING KEYS

The day after the agreement has ended, the apartment keys must be returned by 11.30 AM. For example, if the agreement ends on May 31, the keys must be returned by June 1 at 11.30 AM. Some exceptions apply. If the agreement ends on a Saturday, Sunday, or other public holiday, the keys should be returned by 11.30 AM on the next business day.

## RESPONSIBILITY

A tenant who loses a key or fails to return keys within the specified time will be charged for the cost of replacing the lock cylinder. Lost or unreturned tags or laundry keys will be charged according at the applicable rate.



**We are glad you have been a resident at  
HSB and we hope you have enjoyed your  
apartment and the service we provide.**

**Welcome back!**



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