



MVGM Women

You've ended your rental agreement; what now?

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In this brochure, we will explain the procedure for handing over the rented property. The brochure also has a practical checklist which you can use to check the property.

You may still have questions after reading this brochure, or perhaps you can't find the information you need. We would be happy to answer any questions you might have. Visit our website: [MVGM.nl](https://www.mvgm.nl), or get in touch with us.

A step-by-step guide to handing over your rental property

The entire process- from giving notice on your tenancy to the final inspection- is shown in the graph next to this. If you have ended your rental agreement, we will send you written confirmation by email. Next, we will ring you to schedule the prior and final inspections of the property.

Prior inspection

We will either ring you for a prior inspection by telephone or an inspector will visit you on site for a prior inspection. We shall explain the difference:

A prior inspection by telephone

For a prior inspection by telephone, a technical inspector will ring you on the arranged date, at the arranged time. You do not need to be at home for this. Together, you and the inspector will go through the information in this brochure.

A prior inspection on site

For a prior inspection on site, you will need to be in the rented property; the technical inspector will visit you at the arranged time. He or she will inspect the house and the garden and/or storage unit, if there is one, with you.

The inspection report

After the prior inspection (by telephone or otherwise), you will know what you need to do to hand over the rented property correctly and on time. You might need to do some maintenance or other work, or repair some technical faults. We will send you a digital copy of the inspection report within a few days of the prior inspection so that you can read the arrangements (if any).

1. Cancel your tenancy

You must end your rental agreement either via our tenants' portal or by email.

2. Confirmation of cancellation

We will send you confirmation of the cancellation by email.

3. Making an appointment

MVGM will get in touch with you by telephone to schedule the prior and final inspections.

4. Prior inspection

The next step is the prior inspection, which is conducted either by telephone or on site. You will receive a report, with all the arrangements made during the prior inspection, within a few days.

5. Repairs

Now you have the opportunity to do any repairs that need doing.

6. We conduct the final inspection

During the final inspection- which is always conducted on site- a technical inspector checks the rented property with you to see whether it meets all the conditions for the handover.





Handing over the keys

Make sure you hand in all keys, including the key to the shed and the access pass if you have one. You can hand them over during the final inspection, at our office on the last day of the month, or post them through our office's letterbox.

The property is not handed back in a good state

If MVGM is forced to do any work in the property you have left because of the state of the property during the final inspection, we will

charge you for it. We shall also recover any rent from you that we cannot collect due to that unforeseen work.

The security deposit

Perhaps you paid a deposit or gave us a bank guarantee when you moved into the property. In that case, we will only return it if the property is handed over in good condition and all the rent has been paid.

Defects not observed

The prior inspection is conducted while the rental agreement is still effective, which means that your furniture and belongings are usually still in the rented property. As a result, the technical inspector could miss a fault or other matters that need attention. Perhaps you have made some changes to your home, or perhaps you know that something does not work (properly). In that case, it is sensible to point that out during the prior inspection (by telephone or otherwise).

And if you are in any doubt about how best to leave your rented property, or if you still need to tackle certain jobs, don't hesitate to ask us about it. By doing so, you will avoid any surprises during the final inspection. If you still have questions about the prior inspection, please do not hesitate to get in touch with MVGM Wonen.

The final inspection

We conduct the final inspection after the prior inspection. During the final inspection, you and the technical inspector check the rented property together. The property must be clean and in the condition required by the rules. Please read the checklist at the back of the brochure for the details. If any arrangements were made during the prior inspection (by telephone or otherwise) about repair work, the technical inspector will check during the final inspection whether the repairs have been done properly. After the final inspection, you and the technical inspector sign the final inspection report; we will send you a digital copy of that report within a few days.

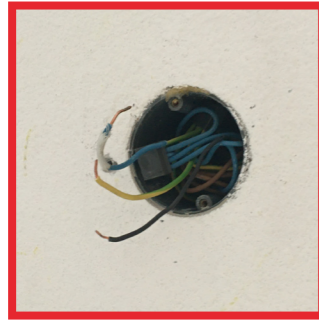


Checklist

- Is there an inventory? In that case, all the items listed on it should be present in the rented property and in good condition.
- All demonstrable damage to the house from being occupied (including broken tiles, damaged plaster work, damage to woodwork, etc) must be repaired in a neat and structurally correct manner.
- The property must be empty, thoroughly clean (including the toilet facilities and kitchen appliances) and free of limescale when it is handed over.
- Ceilings and walls that were white when you moved into the property should be white when you hand it over again. We will allow undamaged wallpaper that has been painted with white or cream-coloured whitewash (water-based).
- Stickers and so on must be removed and any damage must be repaired.
- Nails, screw, rawlplugs, etc must be removed from the walls, floors, stairs and ceilings; all holes in the walls and ceilings must be filled and smoothed (sanded down) with a suitable filler.
- Curtain rails (including their brackets) must be removed; any holes resulting from the removal in an unusual place must be filled.
- Carpeting should be removed; the floors and stairs must be handed over without flooring, foam underlay and/or glue residue; they must be wiped clean and level.

Checklist

- Remove the dirt on the shed roof and from the gutters.
- Repair any minor damage to doors so that the damage is not visible; the doors must be sanded down (smoothed) and be paintable when the house is handed over.
- Replace any doors with more serious damage with new doors of a similar quality and colour.
- Drains from basins, toilet bowl(s), showers and/or baths as well as rainwater drains must not be blocked and must be free of soap residue and hairs. Unblock any drains for rainwater you can reach.
- Remove all non-original garden items from the garden, i.e. sheds, gazebos and pavilions, canopies, sandpits, ponds, trampoline pits and paving that was not in the garden originally.
- The garden must be levelled, even if bushes and/or plants are removed from the garden. Empty and clean any waste containers. Please hand over the rubbish card during the final inspection.
- Remove any awnings, roller shutters and sun blinds you have installed and repair any damage caused by their removal.
- Please leave all the keys to the doors inside the property in the doors. Hand over the keys (including to the outer doors) when you hand over the property.



Lighting

Remove all the lights and attach a connector to the wires.



Fill and level all the holes in the walls

All holes in the walls and ceilings must be filled and smoothed with a filler that is suitable for that surface.



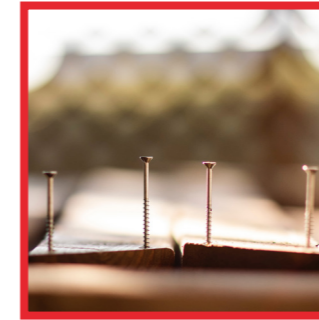
Toilet facilities

Make sure the toilet facilities are clean and free of limescale.



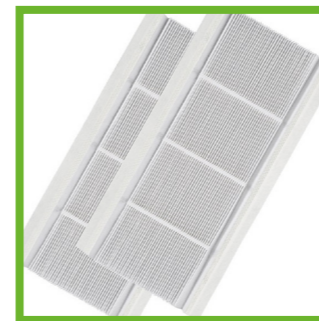
The central heating boiler

Always leave the central heating unit working to prevent any frost damage. Please set the room thermostat to 15 degrees and check that the central heating unit has sufficient water (pressure: 1.5 atmosphere); make sure the filling hose, the instruction manual for the central heating system, the air vent key and filling key are present.



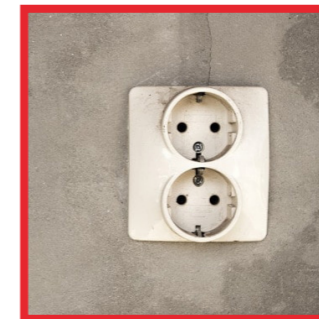
Remove nails, screws and rawlplugs

All nails, screws and rawlplugs must be removed from the walls.



Filters in the heat recovery unit

If the property is fitted with a mechanical ventilation system or a heat recovery system, you must clean any filters and extract points in the various rooms before leaving the property.



Wall sockets and switches

Wall sockets and switches must be clean and in good condition. Replace any switches that are damaged or defective.



Doors

Please leave the doors levelled and ready for painting; repair small instances of damage so that it is not visible. Doors with more serious damage must be replaced by new doors of a similar size and quality.



Tips

- Report your new address to the municipal authorities of the town you are moving to;
- Report the meter readings to the utility companies and your water supplier;
- Transfer your telephone, television and/or internet subscriptions to your new address;
- Adjust your insurance to suit your new (domestic) situation;
- You can have your post sent to your new address automatically with PostNL's moving service.

If you need more information

You may still have questions after reading this brochure.

Please visit [MVGM.nl](https://www.mvgm.nl) for more information.