

Instructions for the handing over of the apartment

Due date

The handing over of the apartment has to occur on the very day following the termination of the rental period and this until noon at the latest. We kindly ask you to agree upon the exact time of the handing over of the apartment with us in advance. In case you should not be present for the handing over of the apartment, you then need to provide your representative with a written power of attorney so that he is in a position to make any legally binding arrangements on your behalf.

Handing over of the apartment

The handing over can only take place when the apartment is being completely vacated and thoroughly cleaned. Should some delays occur in this respect, which would make impossible the handing over of the apartment to a new tenant in due time, you would then have to bear liability for all the resulting costs.

New address

We kindly ask you to let us have your new address by written and in due time.

Damages

In the event of any damages to the rented property, we kindly ask you to report it in due time so that the next tenant can move into an intact and clean apartment. For any damages, which are being covered by your liability insurance, we kindly advise you to seek expert advice before any repair job in order for him to be able to assess the loss.

Handing over the keys

Upon handing over of the rented property, you must return all the keys which were handed over to you when you started renting the apartment or during the rental arrangements. In the event a key has been lost, we will have – for security reasons - to replace the respective locksmiths as well as have the keys replaced at your expense. Important! The keys must be cleaned before handing over.

Please keep the following in mind!

- Inform the citizens' registry office about your leaving.
- Inform Swisscom so that your telephone connection can be suspended and installed again at the new place.
- Prior to moving: please inform the post office about your new address so that your mail can be redirected later on.

Arrangements with the succeeding tenant

Any kind of arrangement which is being agreed upon between you and the succeeding tenant does not affect the existing leasing relationship in any way. The departing tenant is being dispensed from removing any object brought by him if the succeeding tenant signs a declaration in which he states that he is liable for the removal of the acquired objects as well as for the restoring of the rented property.

Restoring to the initial state

The rented premises have to be handed over in their initial state. Any structural changes must be undone by an expert and at your expense. The contrary written agreements between the parties remain reserved.

Cleaning

The apartment must be handed over in a clean state. We recommend you to have the apartment cleaned by a specialist. Please note that the specialist services include a guarantee for the apartment inspection.

Cleaning (for apartment in which people have smoked)

In case people would have smoked in the apartment, the cleaning **must be** carried out by a specialist!

Cleaning of the long life activated carbon filter and grease filter of a kitchen ventilation

(only necessary for apartments with residential ventilation)

According to the V-Zug care and maintenance description, the long life activated carbon filter of a kitchen ventilation has to be replaced after three years. The grease filter must be cleaned thoroughly.

Cleaning of the central vacuum

Prior to leaving the apartment, the filter has to be cleaned, the filter bag has to be replaced and the defective hoses have to be replaced.

Repair and restoring works (this listing is not conclusive)

Prior to handing over the apartment, the following works have to be organised by specialists and at your expense:

- Replacement of missing or damaged tooth mugs, soap dishes, shower hoses and toilet seats.
- Replacement of defective parts of the baking oven, fridge, kitchen ventilation, steamer, dishwasher, rubbish section, washing machine, tumbler etc.
- Replacement of the venting filters.
- Replacement of defective straps and reparation of crank handles of blades and sun-blinds.
- Replacement and descaling of seals of water taps and other sanitary fittings.
- Repair of obstructions in the sink, washbasins, bathtub and shower unit, WC bowl and bidet.
- On the walls and ceilings, the dowel hols have to be filled up by the specialist, the nails and screws carefully removed.
- The replacement of damaged wallpaper can only be carried out by a specialist. Please get in touch with us on time so that the respective works can be coordinated accordingly.
- All carpeting must be cleaned hygienically with an extracting device. This device can be rented in all drugstores.
- Replacement of defective bulbs.

We thank you for your understanding and remain

With our best regards

The Management
Axessa Finanz AG, Unterägeri