

# All you need to do when you move – other than hauling furniture around

Roll on the day for moving in/out and let the fun begin. A little assistance from us:

## Regional office

Register with the relevant regional office within the next 14 days.

## Personal liability insurance and contents insurance

Personal liability insurance covers damage caused by you in the apartment.

This includes cracks in the wash basin, plant pot stains on the floor, etc. Usually, it also covers the cost of replacing lost keys. To be on the safe side, before the end of your agreement clarify with your personal liability insurer whether or not it assumes the cost of replacing the lock.<sup>1</sup>

In the event of a fire or water damage, for example, the contents insurance covers the cost of your belongings.

## Immediately label the postbox with your name

## Fit a padlock on your cellar and loft compartment

## Have you noticed any further defects since moving into the apartment?

Inform us in writing within the next 14 days.

## Written termination by post

Are you planning to move out or terminate the entire shared accommodation? You can find a termination letter template on our website under information leaflets. Print it out, fill it in, sign it and send it to us by post – easy-peasy.

## When you move out, take all your belongings with you

... and please don't "forget anything" on the staircase, in the cellar or loft compartment, laundry room or anywhere else within or around the building.

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<sup>1</sup> In the event that a key is lost/stolen, the cylinder (lock) and all its keys are usually replaced. This means the security of the key system can continue to be guaranteed.