

Information about the final cleaning of your apartment

Dear tenant,

You will be moving out of your apartment soon.

A **professional final cleaning** has been agreed upon in the lease.

Your customer advisor will be happy to help you organise the service of a professional cleaning company.

There is no organising fee if the final cleaning is arranged by Mr. Lodge.

The landlord will receive the invoice for the cleaning and **will deduct the amount from the security deposit.**

The costs for the cleaning depend on the condition of the apartment and the amount of work necessary.

For a property in a normal state of cleanliness, i.e. **if the apartment has been cleaned on a regular basis during the tenancy**, the following hours can be used as orientation:

Category	Number of hours	Rate incl. VAT
1-room apartment:	5-8 hours	150€ - 270€
2-room apartment:	6-10 hours	180€ - 340€
3-room apartment ca. 80 m ² :	7-12 hours	270€ - 470€
4-room apartment ca. 100 m ² :	8-14 hours	300€ - 670€
Houses ca. 150 m ² :	16-28 hours	480€ - 940€

If the property requires a more intense final cleaning, then there may be an increase in the hours needed.

The hourly rate is between **25,- € to 28,-€ per hour/person (+ VAT)**

Plus service call charge (25-30€ urban area).

Cleaning materials are included

Plus call-out fees

Costs for cleaning of linen (if required):

Plus service for pick up and delivery service

Plus invoice of laundry/dry-cleaners

You can significantly reduce the final cleaning costs by pre cleaning the property yourself. Below you can find a check list containing everything you need to think of for the final cleaning.

Check list for final cleaning:

Kitchen:

<input type="checkbox"/> fridge/freezer	defrosted / cleaned
<input type="checkbox"/> cooker	cleaned
<input type="checkbox"/> oven	cleaned
<input type="checkbox"/> extractor hood	grease filter replaced or cleaned
<input type="checkbox"/> sink	descaled / cleaned
<input type="checkbox"/> dishwasher	cleaned (including rubber seal)
<input type="checkbox"/> dishwasher sieve	cleaned
<input type="checkbox"/> fittings	descaled / cleaned
<input type="checkbox"/> tap filter	descaled (replaced if necessary)
<input type="checkbox"/> work surface	cleaned streak-free
<input type="checkbox"/> drawers	cleaned
<input type="checkbox"/> cutlery box	cleaned
<input type="checkbox"/> cupboards	cleaned
<input type="checkbox"/> front surfaces/handles	cleaned streak-free
<input type="checkbox"/> surfaces	cleaned streak-free
<input type="checkbox"/> dishes	cleaned / polished
<input type="checkbox"/> pots	cleaned / polished
<input type="checkbox"/> cooking utensils	cleaned / polished
<input type="checkbox"/> cutlery	cleaned / polished
<input type="checkbox"/> glasses	cleaned / polished
<input type="checkbox"/> kettle	descaled / cleaned
<input type="checkbox"/> coffee machine	descaled / cleaned
<input type="checkbox"/> microwave, toaster	cleaned
<input type="checkbox"/> rubbish bin	cleaned / emptied

Bathroom:

<input type="checkbox"/> shower cubicle	descaled / cleaned
<input type="checkbox"/> shower curtain	washed / dry-cleaned
<input type="checkbox"/> bathtub	descaled / cleaned
<input type="checkbox"/> washbasin	descaled / cleaned
<input type="checkbox"/> fittings	descaled / cleaned
<input type="checkbox"/> tap filters	descaled (replaced if necessary)
<input type="checkbox"/> toilet	descaled / cleaned
<input type="checkbox"/> toilet brush and stand	cleaned (replaced if necessary)
<input type="checkbox"/> tiles	cleaned streak-free
<input type="checkbox"/> grout	cleaned
<input type="checkbox"/> mirrors	cleaned streak-free
<input type="checkbox"/> bathroom cupboards	wiped
<input type="checkbox"/> airing system	cleaned

Bedroom, guest room, study:

- | | | |
|--------------------------|-------------------------------|--|
| <input type="checkbox"/> | surfaces, furniture, cupboard | cleaned |
| <input type="checkbox"/> | mattress | vacuumed |
| <input type="checkbox"/> | floor | swept / vacuumed (including under the bed) |
| <input type="checkbox"/> | carpet* | vacuumed, wet cleaned if necessary |

Living room:

- | | | |
|--------------------------|---|------------------------------------|
| <input type="checkbox"/> | sofa, armchair* | vacuumed, wet cleaned if necessary |
| <input type="checkbox"/> | sofa covers* | dry-cleaned if necessary |
| <input type="checkbox"/> | surfaces, furniture | cleaned |
| <input type="checkbox"/> | electrical appliances/
decorative elements | dusted |
| <input type="checkbox"/> | carpets* | vacuumed, wet cleaned if necessary |

***Please note: If you made any stains, please remove them or have them cleaned**

Hallway:

- | | | |
|--------------------------|------------------------------------|-------------------------------|
| <input type="checkbox"/> | surfaces, furniture | cleaned |
| <input type="checkbox"/> | storage room/
cleaning cupboard | cleaned /tidied/ put in order |

All:

- | | | |
|--------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | windows + frames | cleaned streak-free |
| <input type="checkbox"/> | floors/ skirting board | swept / vacuumed |
| <input type="checkbox"/> | doors + frames | cleaned |
| <input type="checkbox"/> | radiators | dusted |
| <input type="checkbox"/> | blinds/curtains/shutters | cleaned if necessary |
| <input type="checkbox"/> | light bulbs | please replace if necessary |
| <input type="checkbox"/> | batteries | replaced if necessary |
| <input type="checkbox"/> | lamps | dusted / cleaned |
| <input type="checkbox"/> | light switches / sockets | cleaned |
| <input type="checkbox"/> | vents | cleaned |
| <input type="checkbox"/> | spider webs | removed |
| <input type="checkbox"/> | rubbish | disposed of |
| <input type="checkbox"/> | washing machine | cleaned |
| <input type="checkbox"/> | drum | cleaned |
| <input type="checkbox"/> | rubber seal | cleaned |
| <input type="checkbox"/> | box for washing powder | cleaned |

- | | |
|--|--------------------------|
| <input type="checkbox"/> dryer | cleaned |
| <input type="checkbox"/> balcony / terrace | cleaned (also in winter) |
| <input type="checkbox"/> furniture of balcony /terrace | cleaned |

Laundry:

- | | |
|---|----------------------------------|
| <input type="checkbox"/> pillow | washed /dry-cleaned if necessary |
| <input type="checkbox"/> duvet | washed /dry-cleaned if necessary |
| <input type="checkbox"/> mattress cover | washed /dry-cleaned if necessary |
| <input type="checkbox"/> bed linen | washed / ironed / put on bed |
| <input type="checkbox"/> towels | washed |
| <input type="checkbox"/> kitchen towels | washed /ironed |
| <input type="checkbox"/> bath mat | washed |

We kindly ask you to return the laundry washed and ironed, even if you did not use them.

What else to I have to keep in mind?

- “Decorate“ the apartment. After you have moved out, nobody else will enter the apartment. Please leave the apartment in the same condition that you would like to find at the move-in.
- Have you left the password for the internet connection in the apartment for the new tenant?
- We kindly ask you to report any defects in the apartment promptly so that they can be rectified (e.g. mould, broken electrical appliances).
- Please check all light bulbs and replace them if necessary.
- Post will be delivered as long as your name is on the letter box.

We are happy to help you with any further questions!

Your Mr. Lodge Team