

Brochure > termination > of >tenancy > agreement >

Important information about the pre-inspection, final inspection, the return of the deposit and vacating the property.



Pre-inspection >

On a date and time indicated beforehand, a so-called pre-inspection of your home will take place, with you attending, by a technical employee of Schep Vastgoedmanagers. Your presence is of the essence here. During the pre-inspection we will let you know what you must do to transfer the property to us in a correct manner.

During the period of your tenancy, you are obliged to carry out (minor) maintenance yourself (refer to the General Regulations for your tenancy agreement and the repair chart). During the pre-inspection, the technical employee will check whether the property was maintained well.

It may so happen that you must carry out maintenance tasks before delivery, or that you must repair defects. It is also possible that you must undo some modifications made by you or taken over from the previous tenant. All these matters will be documented by us in an inspection report.

The inspection report will be drawn up digitally and photos may be added. You will receive this report through email, so you know which requirements the property must comply with at the time of delivery. Leaving moveable goods in the property is not possible. More information about this can be obtained from the technical employee during the pre-inspection.

Final inspection >

During the pre-inspection you make an appointment with the technical employee for the final inspection. During the final inspection, the technical employee will check whether the property is in correct condition and whether proper adjustment of all completion points, established during pre-inspection, has taken place. This will also be documented in a digital report, which will be submitted to you via email as well. During the final inspection, the meter readings will be noted and you must hand over all the keys provided to you. Is the property subsequently rented out again, then the moment of the final inspection may also be the moment of delivery to the new tenant(s). This implies that the new tenants will be present at the same time and that the keys are handed over to the new tenants directly.

Was the property delivered in the correct state?

If the property is completely vacated, cleaned and delivered by you in correct condition, the inspection report will be signed by both you and the technical employee. After signing, you hand over the keys to the property to the technical employee.





Final inspection➤

Residence not delivered in adequate condition?

If during the final inspection it appears that the property is not found in adequate condition, we will order third parties to repair the defects. These necessary activities will be charged to you. In addition, any lost rent can be charged to you. So, to prevent this, we ask you to adhere to the delivery guidelines.

Security deposit

If, at the time of the tenancy agreement, a deposit or bank guarantee was issued, then this will be released only after correct delivery of the property. You must take into account that after six weeks at the latest, you will once again have access to the reserved amount. If you leave items in the property to be taken over by the new tenant, who did not yet sign for them, we will not release the security deposit or bank guarantee.

Takeover of moveable goods

If the new tenant is interested in taking over any moveable goods, then the draw-up of a handing-over report, to be signed by both parties, is required. Takeover of moveable goods or modifications applied without (written) permission of the landlord, is not permitted.

PLEASE NOTE: Takeover of moveable goods is only possible if the property is still occupied and after the tenancy agreement of the current resident, a new tenant will immediately occupy the property. So, if the property will be empty during a certain period of time, before a new tenant moves into the property, the take over any moveable goods is not possible.

Guidelines for the final inspection

Through these guidelines, we attempt to make it as clear as possible in which way you should leave your property behind. This list is not exhaustive, but is a listing of the most common situations.

- › During the pre-inspection, further instructions can be given by our supervisor.
- › Do not forget to unsubscribe from the energy company.
- › User manuals of appliances present in the property must be left in the property.
- › The entire property, as also the accompanying storage, must be delivered empty and clean. This also goes for properties where smoking has taken place. Any nicotine stains must be removed. The disposal of bulky waste must be arranged with the municipal refuse collection party. It is not permitted to leave bulky waste in the common container space or garden (where applicable). Bins must be emptied and placed in the storage or shed.
- › Any floor covering present, such as (sub)carpet, linoleum, cork, parquet, tiles and the like must be removed and disposed of.
- › Make sure that floors and stairs are delivered smooth and free of foam- and/or glue residues.
- › All walls must be delivered ready to hang wallpaper. Any carpentry, stucco, stone strips and the like must be removed from the walls and these walls must be delivered smoothly plastered.
- › The ceilings and the standard available sanding work must be delivered in white and be entirely free from and upholstery and/or glue residues.
- › Frames, windows and doors painted in a deviating colour must be delivered in the original standard white colour.





Guidelines for the final inspection

- › Curtain rails, including supports, must be removed. Any holes (if 1 per metre maximum) don't need to be filled, to be discussed during the pre-inspection.
- › Expanded windowsills must be removed. Replace original windowsills. These must be delivered in good condition, so without holes, damage and/or glue residues.
- › Stickers, images, adhesive film and other adhesive items, including glue residues, must be removed.
- › Replace damaged and perforated tiles. The same goes for painted walls or floor tiles.
- › Sanitary (including taps and furniture) must be left complete and undamaged.
- › The kitchen block must be delivered complete and without damages, free from any upholstery, carpentry and paintwork.
- › All doors must be delivered without holes and/or damages. Any doors temporarily removed must be hung back into the frame undamaged.
- › Place thresholds back into the frames.
- › Make sure that locks work well (again) and put door handles back into their original position.
- › Leave central heating manual and the filling hose set complete.
- › The individual or fixed closet units must be left in good condition, fitted with keys, shelves and supports.
- › Leave all keys to the inner doors and windows in the doors/windows.
- › Deliver the garden neatly and level, so without holes or mounds. Sand pits, ponds and the like must be removed from the garden.
- › The standard terrace or the standard tiles must be available in the garden.
- › Remove external blinds. The drilling holes must be filled neatly and even and be in the same colour as the base.

Guidelines for the final inspection

- › Removing self-installed outdoor lighting.
- › All socket outlets (sockets), switches and electricity cover lids must be undamaged and unpainted. Any child locks and other self-installed electricity provisions must be removed.
- › All light points must be fitted with a terminal block and a lid on the distribution box.
- › All provisions that belong to the property as standard, must be present.
- › All changes made by you in, to or on the rented property must be put back in their original state. If certain moveable goods or changes are transferred to the succeeding tenant, a transfer report must be drawn up, to be signed by both parties. Takeover of changes applied without (written) permission of the landlord, are not permitted. Also matters causing nuisance, as well as unsafe or unhealthy matters, like asbestos-containing flooring may not be transferred to the succeeding tenant.
- › Finally, you must leave the property in such a way that no damage can be caused to the central heating installation, water pipes and/or sanitary, including drain(s), in the event of frost.



Guidelines for the final inspection

Lighting

You must remove all lighting, while the wiring must be fitted with a terminal block and a lid on the distribution box.

Even and complete filling of holes in the walls

All holes in the walls and ceilings must be filled fully and even. Damaged or coarse wallpaper must be removed, while undamaged smooth wallpaper can be left behind.

Sanitary

All the sanitary must be free of lime-scale and be clean. Walls and ceilings must be free from mould.

Removing nails, screws and wall plugs

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

Doors

During delivery of the property, small damages to doors must have been repaired invisibly and subsequently doors must be even and ready to be painted. Doors with more significant damage must be replaced by new doors of comparable size and quality. All labelling + glue residues must be removed.

Wall sockets and switches

The wall sockets and switches must be left clean and in good condition. If the switching material is damaged, or defective, it must be replaced in conformity with the switching material that is present as standard.

