

## Notice of hand over of belongings / movables

Regarding lease number: \_\_\_\_\_

Address: \_\_\_\_\_

The undersigned, \_\_\_\_\_, tenant in the above-mentioned lease, has made an agreement with the below-mentioned new tenant in the lease that he/she takes over the following of my belongings:

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The undersigned, \_\_\_\_\_, future tenant in the above-mentioned lease, has made an agreement with the above-mentioned tenant moving out that I take over the above-mentioned belongings. At same time, I am informed that when I take over the above-mentioned belongings, I also take over the full responsibility for a possible abolition when I move out, or a repair of hidden damages on the lease's construction parts or inventory due to the belongings I have taken over.

### **It is important that you respect the following:**

- It is only smaller things that can be handed over. In the next section you can see what typically can be handed over, and what cannot. Generally, things should be placed in a wardrobe or the like, so it is not damaged or bothering the workers, who is repairing the accommodation.
- All wall- or loft hanging things such as shelves, lamps, curtain hangers, window blinds and the like should be taken down from walls and lofts and placed in a cupboard or storage room. This is also the case for mounts used for hanging it up.
- Kollegieboligselskabet does not assume responsibility for any damages on handed over belongings that may appear in the time of moving. The owner must insure this him-/herself.
- The belongings is the responsibility of the tenant who is moving out until the official move-out date.
- The new tenant takes over the full responsibility for the handed over belongings from the official date that he/she takes over the lease.

Things that can be handed over:

- Curtains with hangers, laminations etc. if they can be placed in a closet, storage room, loft etc., where it does not cause inconvenience for the maintenance of the accommodation.
- Window blinds.
- Shelves, if it can be placed in a closet.
- Carpets that are rolled together, if it can be placed in a storage room, loft etc., where it does not cause inconvenience for the maintenance of the accommodation.
- Kitchen supplies.

Things that can **never** be handed over:

- Wall-to-wall carpets unless they can be placed in a locked storage room for the accommodation.
- Flooring of any kind such as click-floors etc.
- Mirrors that are attached to construction parts or inventory.
- Fixed dishwashers and washings machines where a kitchen cupboard have been removed, or where the tenant have made installations changes in the accommodation.
- Wardrobes, tables and other furniture unless it can be placed in a locked storage room to the accommodation.
- Cleaning beneath, in or around handed over belongings.

Kollegieboligselskabet points out that all parts of the accommodation unhindered should be able to be inspected at the move. There also has to be unhindered access to the required maintenance of e.g. walls, lots, floors and panels.

The janitor can decide that all belongings should be removed when maintaining the accommodation. Possible costs is the responsibility of the tenant moving out. The janitor will add it to the move-out report.

Date and current tenant's signature

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Date and future tenant's signature

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