

# Time to move?

There is a lot to think about when moving from a dorm. To make the process easier for you, we have put together some suggestions and check-lists to help you plan your move.

## Empty and clean the room, storage area, garage and parking space

Naturally, you have to empty and clean your room and your parts of the common spaces (cupboards, fridge/freezer). If you have a balcony or patio, this should also be cleaned. Follow our cleaning tips in this leaflet. Make sure the storage area is empty and well cleaned. If you have a garage or parking space, it should also be thoroughly cleaned. Remember that old car tyres, batteries and oil have to be turned in for recycling. If the cleaning is not done thoroughly, you may have to pay for extra cleaning in accordance with the applicable fee list.

## Inspecting your room

Before you move, we will inspect your room, at which time we will note any damage. You will have to pay for any damage beyond normal wear and tear, such as damaged floors and window panes, stains on walls, holes in the walls, doors or cabinets, and so on. Make sure that all equipment that belongs to the room is in place, such as inner doors, bathroom cabinets, hatracks, and Bostaden's furniture. The room does not need to be empty and cleaned at the time of the inspection but the walls and floor should be as free of objects as possible. It is preferable that you are present during the inspection to help solve any questions that may arise.

- Clean your parts of the refrigerator and freezer – even the upper cabinet above the units. Defrost if needed. Do not forget the rubber moulding.

### • In the toilet and bathroom

- Wash the inside and outside of the toilet. Do not forget the U-bend.
- Clean the washbasin, including the underside and the water trap.
- Scrub the walls in the shower.
- Open the floor drain and clean it thoroughly.

### Do the following

- Wipe off all painted surfaces, mouldings, and so on, such as doors, thresholds, and electrical outlets – and the tops of the doors.
- Clean all of Bostaden's furniture.
- Wipe off cabinets and closets, both inside and out and on top, and all doors, shelves and baskets.
- Clean/wipe off vents.
- Clean all windows inside and out and between (even in the winter), window frames, moulding above and windowsills.
- Wipe off radiators – even behind them.
- Vacuum and mop all floors and clean all lamp globes.

### In the kitchen/kitchenette

- Clean the inside and outside of the kitchen cabinets. Do not forget the top of the doors. Wipe out the kitchen drawers.

## Tips for cleaning

You need to take extra care when cleaning before moving out. A regular weekly clean is not enough.

You should avoid using unnecessarily harsh cleaning liquids, steel wool or sharp objects. However, special liquids for cleaning toilets and showers can be used.



# Other things to remember

## Sort your rubbish and waste

You may only throw away household waste, newspapers, small batteries and packaging in our rubbish room. All other rubbish is to be turned in for recycling – in Gimonäs or Klockarbäcken in Umeå, Kamratvallen in Holmsund or in Sävar.

**You can also contact the recycling company Vakin at:**

**Automatic info:** 090-16 15 01

**Customer service weekdays:** 090-16 19 00

**Web:** [www.vakin.se](http://www.vakin.se)

**E-mail:** [vakin@vakin.se](mailto:vakin@vakin.se)

Some second hand shops accept donations of furniture and other items.

## Change your address

When moving you have to report your new home address to Skatteverket.

**Web:** [www.skatteverket.se](http://www.skatteverket.se)

At Svensk adressändring you can order to get your mail forwarded to your new address:

**Web:** [www.adressandring.se](http://www.adressandring.se)

**Phone:** 020-97 98 99

**The Swedish Postal Service:** Closest postal centre

Do not forget to remove your name from your mailbox.

## Broadband

Your broadband will not be cancelled automatically when you give notice terminating your room. Contact your broadband provider and cancel or move your subscription.

## Insurance

Report your move to your insurance company.

## Return your keys

You are to return all keys to your area landlord, including any copies you have made. The same of course applies to keys to storage areas, laundry scheduling boards, post boxes, motor heaters and garages. Keys are to be returned no later than 12 noon on the day of the move. If keys are missing, you will have to pay for replacing the lock, based on the current price list.

**Please note** that you are not allowed to hand over the keys to the new tenant.

## When is your moving day?

Normally rooms must be vacated by 12 noon on the first day of the month.

**Note** that if the first of the month is a Saturday, Sunday or holiday, you must vacate by 12 noon on the next weekday.

## Don't forget!

Remove tape and stickers from the refrigerator and freezer, cabinet doors, doors, etc.