

Time to move?

 **Bostaden**
För ett bättre Umeå

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

Empty and clean

First of all you need to empty and clean your apartment properly. Make sure the storage area is empty and well cleaned. If you have a balcony or a patio, this should also be cleaned as well as garage or parking space. 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.

Tips for cleaning

You need to be extra thorough when cleaning before moving out. You should avoid using unnecessary harsh cleaning liquids, steel wool or sharp objects. However, special liquids for cleaning toilets and showers can be used.

Do the following:

- Wipe off all painted surfaces, mouldings, and so on, such as doors, thresholds, and electrical outlets - and the top of the doors.
- Wipe off cabinets and closets, both inside and out and on top, and all doors, shelves and baskets.
- Wipe off tiles and clinkers.
- Clean/dry wipe the ventilation.
- 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, including the ones in storage spaces placed in the apartment.

In the kitchen/kitchenette:

- Move the stove and clean all sides and behind it. Clean the stove plates and all the edges.
- Clean walls, tiles, the sides of the cupboards and the floor behind and under the stove.
- Clean the kitchen fan (or ventilation) inside and outside. Remove and wash/clean the filter.
- Clean the oven and the tray drawer. Wash trays and oven racks thoroughly.
- Clean the cuttingboard carefully.
- Clean the inside and outside of the kitchen cabinets. Do not forget the top of the doors. Wipe the kitchen drawers.
- Defrost and clean the refrigerator and freezer. Remember to clean the upper cabinets and the rubber moulding. Leave the doors open when you're done.

- Clean under the refrigerator and freezer. Remove the base grille; vacuum and wipe the floor. If they're built to pull out, please do so and vacuum the back using a furniture nozzle.

In the toilet and bathroom

- Wash the inside and the outside of the toilet.
- Clean the washbasin, including the underside.
- Remove and clean the water trap, then put it back.
- Remove the front of the bathtub and pull it out. Mop under and behind the bathtub.
- Open the floor drain and clean it thoroughly.
- If you have your own washing machine and dryer/drying cabinet, these should be cleaned inside, outside and also behind and under. Wash and clean the detergent drawer and possible filters.

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 i Umeå, Kamratvallen in Holmsund or in Sävar. Some secondhand shops also collect furniture for example.

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

Automatic info: 090-16 19 01

Customer service weekdays: 090-16 19 00

Web: www.vakin.se

E-mail: vakin@vakin.se

Don't forget!

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

Inspecting your apartment

Before you move out, we will inspect your apartment and note any damages. 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 and cabinets, and so on. Make sure that all equipment that belongs to the apartment is in place, such as inner doors, bathroom cabinets, hatracks and Bostadens furniture.

The apartment does not need to be empty and cleaned at the time of the inspection but the walls and floors 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.

Telephone and broadband

If you have a landline you have to cancel or move your subscription. The same applies to your broadband; you need to contact your broadband provider yourself.

Mail

Register your new home address at Skatteverket to make sure you get your mail forwarded to your new address.

Web: www.skatteverket.se

Electricity

You need to report your moving out to your electricity company. If Umeå Energi is your energy supplier there will automatically be a reading when your rental period expires.

Insurance

Report your move to your insurance company and make sure to move your home insurance so it gets activated at your new address.

Return your keys

You are to return all keys to your area landlord, including any copies you have made. The same applies for keys to storage areas, laundry room and scheduling boards, post boxes, motor heaters and garage. 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 a fee based on the current price list.

When is your moving day?

Normally apartments 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.

