

## Checklist for termination of rental contract

What do you need to think about when you move?

**You have terminated the rental contract of your home and received confirmation of this. But what else do you need to think about before handing in your keys? This handy checklist will help you. In the various steps, we explain what you can expect from us, or what you still need to arrange yourself.**

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- Stopping rent payments**  
You pay the rent until you return the keys to us. If you pay the rent by direct debit, it will stop automatically. Have you arranged your own monthly payment order through your bank? Then do not forget to stop this payment order yourself at your bank.
- Rent allowance**  
Do you receive rent allowance for your home? Inform the tax authorities in time that you will be moving. You can do this by logging in with your DigiD at [www.toeslagen.nl](http://www.toeslagen.nl).

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- Preliminary inspection of the home**  
When you move out, we expect you to leave the home and garden neat and clean. During the preliminary inspection, the technical manager will explain how to do this. The preliminary inspection can take place over the phone or in the home.

The technical manager will tell you

- what can remain in the home;
- what you must clean or repair;
- what items you can have taken over;
- what you must remove.

He will also agree with you when he will visit you for the final inspection and to hand in the keys.

- Changes you have made yourself**  
Have you made changes to the home yourself? The technical manager will tell you whether you can have these taken over or have to remove them.
- Preliminary inspection report**  
We confirm the agreements made during the preliminary inspection in an inspection report. We will send this to you by email. It is important that you carry out all repairs on time, namely before the day you hand in the keys. The preliminary inspection report also states what you will have to pay if the work is not finished on time. We will charge you for the costs incurred by 'thuis' for repairs to the home.
- Asbestos**  
Do you suspect the presence of asbestos in the home, for example in floor tarpaulins or roofing sheets? If so, contact 'thuis'. For more information, visit the page [Asbest](#).
- Moving house leaflet**  
In a leaflet, we explain how to leave the home tidy using examples. For more information, this leaflet on the page [Woning opleveren](#).

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- Taking over items**  
Have you hung window coverings or laid flooring? Or have you made changes to your home? Then you can let the new tenant take over these items. Keep in mind that a new tenant is not obliged to take over items.  
  
You make your own arrangements with the new tenant about which items will be taken over. 'thuis' plays no role in this.  
It may take some time for the new tenant to be known to 'thuis'. You can read exactly how taking over items works between you and the new tenant on the page [Overnemen van spullen](#).

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- Final inspection of the home**  
During the final inspection, the technical manager checks whether you have left the home, storage space, garden or balcony as agreed. You may only leave items in the home that the new tenant will take over from you. Have you not kept to the agreements? In that case, you may have to pay. We will charge you for the costs incurred by 'thuis' to repair the home, or remove items.

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- Handing in the keys**  
During the final inspection, you will hand in the keys to the technical manager. You can also hand in the keys on the last day of the rental contract at the office of 'thuis'. The preliminary inspection report states which keys are involved. You can leave the keys to a shed door, parking pass or manual transmitter, or the waste refuse pass in the home. Put these in the kitchen drawer. Keys to window locks may be left on the windows.

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- Final settlement**  
After the last day of the rental contract, payment of the rent stops. We will send you the final settlement within 6 weeks. It will state whether you have any amount to receive or pay. Did you pay too much? Then we will refund the excess amount to your account. Do you still have to pay rent or did we incur costs because you did not deliver the home properly? If so, the final statement will tell you how to make the payment.

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- Settlement of service charges**  
Did you rent an apartment and pay service charges? Then you paid this amount in advance. Once a year, we settle the service charges with you. Have you paid too much? Then you will receive a refund. Did the actual costs exceed the amount paid in advance? Then you will be required to make an additional payment. These costs are specified on your statement. You will receive the statement before 1 July.

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- Report your meter readings for gas, water and electricity**  
Write down the meter readings on the last day of your rental contract and pass them on to your water and energy suppliers. This can often be done by phone and via the websites. Does your home have a sustainable system (e.g. heat and cold storage), or do you have a supply agreement with 'thuis'? Then the termination of your rental contract will also apply to this.
- Notifying the municipality of a change of address**  
Report your change of address to the municipality where you will be living. Consult your municipality's website for more information.
- Notifying suppliers and insurers of change of address**  
Also remember to inform internet, telephone and TV providers and insurers of your move.
- Do you have household insurance?**  
If so, also inform your insurer of your move. Check whether your household contents are insured during the move.