



## **Guidelines for vacating accommodation**

You have given notice of terminating your tenancy agreement. We have formulated guidelines on how to leave your room behind. The accommodation should be left in clean condition and you must remove all your own furniture. If there is maintenance that has to be taken care of by HEYDAY, please contact the caretaker.

### *Keys*

Please close all windows and lock the doors. All keys must be returned to HEYDAY before 12.00 hours (noon) on the last day of your tenancy agreement. It is not allowed to hand over the keys directly to the next tenant. By handing the keys to the caretaker first, misunderstandings about the state of the accommodation can be avoided.

### **Guidelines**

Below is an indication of the standards used by HEYDAY for the main accommodation fixtures, when vacating accommodations. We consider the condition of the accommodation acceptable if the minimum standards are met. When in doubt, it would be advisable to consult the caretaker for advice. This will prevent arguments or unpleasant consequences later.

### *General*

As far as applicable, all fixtures mentioned should be left in clean condition. We consider a fixture clean if it is free of smoke deposits, free of stickers / tinfoil, glue residue, grease and dust. Where applicable, paintwork done by tenants should provide good covering. It should be light in color, with proper undercoating products and done professionally.

### *Central heating*

Radiators, radiator valves and pipes should be firmly in place, without leaks, complete and working properly.

### *Electrical, antenna and Internet connection*

The installation materials should be firmly in place, complete, working properly and not painted. The fittings affixed to the ceilings in the wet rooms and/or kitchen units in the student complexes are working properly. A wall plug with suspension hook is affixed to the ceiling in the student complex accommodations.

### *Glass panes*

The glass panes should not have any cracks and they should not be painted.

### *Hinges and locks*

Door handles, window latches, casement stays, hinges, locks and weather strips should be whole, working properly and not painted. Further, keys to any inside doors or cabinets should be left in the accommodation.

### *Kitchen (unit) and wall tiles*

The kitchen block and wall tiles should be intact. The kitchen cabinets should be clean on the inside. Empty shelves or cutlery trays should be present. Fixtures such as taps, drawers and doors should be working properly, firmly in place and decalcified. The water pipes and drains should not leak. None of the fixtures mentioned should be painted.

### *Frames, windows, doors and woodwork*

These should be clean, free of stickers, sticky residue or nails, screws and other obstacles. It is not permitted to paint the wooden doors, doorframes, window frames, casement windows, bulletin boards. Fanlights, synthetic and aluminium doors, doorframes, window frames and casement windows. On the access side, above the door, the correct accommodation number should be visibly mounted.



#### *Walls and ceilings*

All objects that are placed, installed, fixed or fitted by the tenant, which could hinder or obstruct painting and /or repairing of walls and ceilings, must be removed (nails, screws, plugs, posters, stickers and the like). Holes in the wall must be filled. Walls and ceilings that have been damaged and/or finished with stucco (ornamental plaster) must be restored to their original state, with a smooth and level surface. Wall paint with an oil basis and wall paintings should be removed. The ceiling should be free of obstacles, holes, spider webs. The finishing should be such that the new tenant can whitewash and cover the ceiling with a single application of latex.

#### *Sanitary fixtures, tiling, mirror and shelf*

The sanitary facilities and tiles must be left with no cracks and free of stickers and glue residue. Taps, reservoirs, showerheads, basin, shower, sink and cistern taps and stop valves, lavatory seats, lavatory pans, basins, mirrors and shelves must be left in good working order and condition. The aforementioned parts and objects must be handed over clean and undamaged.

#### *Ironmongery*

Door and windows handles, anti-draught features, locks of cupboards and doors and ventilation systems must be handed over in good working order. It is not permitted to paint the aforementioned items.

#### *Floors*

Floors must be clean and free of glue, gaps or holes and stains of paint. The service charges include an amount that tenants pay for the Marmoleum floor covering in the accommodations. HEYDAY carries out repairs to this floor covering.

#### *Walls*

The finishing should be such that, as a new tenant, you could whitewash the walls at one time with latex paint or wallpaper them. Wall paint with an oil basis and wall paintings should be removed. Obstacles such as nails, screws, plugs, posters, stickers and the like should be removed and drill holes should be filled up economically with filler. The tenant will be charged for repairs or painting of the walls.

#### *Accommodation inventory*

It is not permitted to paint, stain, etc. the inventory. All furniture must be free of sticker and/or glue residue. Everything should be free of damage. Where applicable, the fixtures should be firmly in place, working properly and not painted. The following items, if present, must be left behind; bed, mattress, desk, chair, wardrobe, curtains and lamp. You may take your linen items with you: duvet, duvet cover, pillow, pillowcase and mattress sheet.