

IMPORTANT INFORMATION WHEN YOU ARE MOVING OUT

Keys

The apartment keys need to be returned to the HOPS office, Raatihuoneenkatu 17. If the HOPS office is not open, you can leave the keys in an envelope, there is a mailbox next to the gate. Remember to write your name and address on the envelope.

Before you return the keys, the room/apartment needs to be cleaned and emptied. If the room/apartment has not been properly cleaned, the security deposit (€250) will be used for cleaning expenses.

NB: If you bought a Survival Kit from the student union HAMKO upon your arrival, make sure that all the Survival Kit items are removed from the apartment before you leave. You can either take the items with you or you can return the Kit to the student union for recycling.

Repayment of the security deposit

Please send your bank account number to us by e-mail hops@retta.fi. It's very important that you send both the IBAN bank account number and the BIC code. Without this information, we are not able to repay the deposit. If you do not have an IBAN bank account number, then you must let us know your bank name, bank address, your full name, your address and your bank account number. Repaying the deposit this way will cost you €10 (this is the payment for the bank).

The security deposit (€250) will be repaid to you (2 or 3 weeks after moving out), once you have handed in your keys, paid all due rent and possible fees and your apartment has been inspected and found clean after you have moved out. We cannot repay your deposit before that.

The rental agreement states that the Hämeenlinna Student Housing Foundation can use the security deposit to cover possible claims. In the event of the apartment being damaged, we will claim the costs from the resident.

Internet connection

If you have activated your broadband to DNA, please remember terminate the connection, **call tel: 044 144044 or go to the website** <https://www.dna.fi/tuki/yhteystiedot/asiakaspalvelu>

Return your key to the HOPS office. You can also leave the key in the HOPS office postbox. Put the key in the envelope and write the address on it.

We hope you enjoyed your stay!



Hops

The Hämeenlinna Student Housing Foundation
Retta Isännöinti

Raatihuoneenkatu 17, 3 krs,
13100 Hämeenlinna

hops@retta.fi
www.hops.fi

FINAL CLEANING CHECKLIST

When your tenancy agreement ends, it is time for the final cleaning. The final cleaning means that after the cleaning all the surfaces should be clean of stains and ingrained dirt.

Walls and tiles

Wipe any obvious stains and other dirt off the walls. Wipe the light switches. Wipe also the wall behind the radiator. Wipe the radiator's surfaces. Wash the floors and walls of the bathroom as well as kitchen tiles. Pay extra attention to the grouts. If your bathroom walls have limescale wash the walls with acidic cleaning agent and a brush. Remember to clean the shower enclosure if you have one. If needed clean the ceiling of the bathroom. If you are not sure what mechanics are suitable for the room walls, test a neutral cleaning agent to a hidden spot such as a corner. If the mechanic is not damaging the surface clean the walls.

Doors

Wipe the doors and handles. Pay extra attention to the surfaces that are touched most (for example area around the handles).

Floor

Wipe / wash the floor with suitable mechanics. Take in consideration the dirtiness of the floor as well as the material. Clean also the skirting boards.

Closets

Clean all the inner and outer surfaces of the closets. Clean the doors and handles.
Clean the bins, the bin rack, bin closet and the door with extra caution. Soak the grime if needed.

Air vents

Remove the dirt around the air vent and from the vent. If you can remove the air vent twist the outer rim and clean the vent. Clean the surfaces and soak the grime if needed.

Refrigerator and freezer

Empty the refrigerator and the freezer. Clean the refrigerator with a damp cloth. Defrost the freezer with extra caution. Wipe with damp cloth. Never use a knife to defrost a freezer or let the melting water gets to the floor. Clean the doors and the handles.

Stove and oven

Clean the surfaces. If you clean a cast-iron stove, dry the rings after cleaning to avoid rusting. Clean the oven knobs and the handle. Clean the oven. Clean the grill and the trays if needed. Clean the drawer meant for storing the grill and the oven trays. Pull the oven out and clean the sides of the cupboards and the oven as well as the floor. Range hood and the filter. Clean the range hood and the filter. Clean also the surfaces and the glass.

Sinks and taps

Clean the sink. When cleaning the bathroom sink remember to clean the bottom of the sink also.
Clean the taps and faucets from hard water spots. Clean the shower caddy and baskets.

Toilet seat

Clean the interior and exterior surfaces of the toilet seat. Clean the area under the rim also.
Clean the base of the toilet seat.

Floor drain

Clean the floor drain.

Please remember to empty (and clean if necessary) your balcony and/or storage locker also.



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