



FSMW - INTERNATIONAL HOUSING OFFICE

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INFORMATION AND GUIDELINES FOR THE DELIVERY OF HOMES

You have cancelled the lease. Do you know what is expected of you before you move and need to deliver the house to the landlord? You will receive information about this in these guidelines.

After receiving the termination notice, the landlord will contact you to arrange the delivery of your home to run smoothly. It is agreed with you when a preliminary inspection is carried out by the landlord in your home. A final inspection will follow at a later date. Below you will find an explanation of the pre-inspection and the final inspection.

PRE-INSPECTION

What does the pre-inspection entail?

At an agreed time, a pre-inspection will take place in your home by the landlord. It is therefore important that you are present during this pre-inspection. During the pre-inspection, the landlord will tell you what you must do in order to leave the house properly. This may mean that you still have maintenance work to do before leaving the house or that you must repair defects. All this is stated by the landlord in the pre-inspection report. This report must be signed by both you and the reporter. You will get a copy of that report.

Defects not detected during the pre-inspection

The pre-inspection is carried out while you are still living in the home. Your household effects are still in the trusted place. That's why the landlord may not be able to see everything and therefore miss changes or flaws. In the end, those things must have been arranged by you before the move. If you have made any changes or if there are any damages present, it is advisable to report this to the landlord during the pre-inspection. Even if you are in doubt whether or not certain work should or should not be carried out by you, it is best to ask the landlord. In this way you avoid being confronted with surprises later during the final inspection and being confronted with defects or changes that you still have to undo or with maintenance that you still have to perform.

MAIN RULE

The landlord applies the following main rule when terminating the lease: before you leave the house for good, you must hand over the house completely vacated and clean, in a good and original condition. The original condition is the condition in which you received the property when you entered into the lease. It goes without saying that normal aging that the house has undergone during your occupation, despite timely and good maintenance, is not taken into account here is left. This main rule and the other rules also apply to associated facilities such as a storage room, shed or garage.

There is an exception to this main rule:

1. Changes that have been made to the home with the written permission of the landlord do not have to be undone by you to be made.



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FINAL-INSPECTION

The delivery/ key transfer

You agree with the landlord when the joint final inspection of your home will take place. If possible, this appointment has already been made with you during the pre-inspection. The landlord also draws up a report of the final inspection, which is signed by both him and you. The living space must be completely vacated and clean at the time of the final inspection. This also applies if that moment is not exactly coincides with the time when the lease concluded with you formally ends. You must hand in the keys to the house at the final inspection.

Check based on the pre-inspection report

During the final inspection, it is checked whether all the activities stated in the pre-inspection report have been carried out to stand. If this is not the case, or only partially, this will be included in the final inspection report. That also applies to items that you should have removed from the home. If during the final inspection it appears that repair work that you should have carried out according to the pre-inspection report has not been performed, the landlord will have that work carried out at your expense. *We point this out to you emphatically!*

If new defects or changes come to light

During the final inspection, damage, overdue maintenance, other defects or changes may occur which you should have reversed at your expense and which the rapporteur did not notice during the preliminary inspection. If this is the case, this will be included in the final inspection report. It depends on the circumstances whether you still have a short time to rectify those deficiencies. If the house has already been rented out again, the landlord can the effective date of the new tenancy agreement will no longer give you the opportunity to carry out work in the home, unless the new tenant gives you permission to do so. If the landlord or the new tenant does not give you permission or if you do not or incorrectly use the opportunity, the landlord will be forced to recover the costs of the relevant damage, maintenance or repair work from you.

CHECKLIST

You will find a separate checklist with these guidelines. It lists the most common activities that you must be completed before the final inspection takes place. That way you can take this into account at an early stage. The list is not exhaustive. The checklist offers you a guideline to check the house.



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CHECKLIST

At the time of the final inspection of the house or apartment, it must meet the following requirements:

A. The following objects and other items must be removed:

1. Nails, screws, etc. from walls, floors and ceilings. Holes must be closed professionally and neatly.
2. Self-applied floor covering, including parquet, tiles, tarpaulin, carpet underlay, etc. The surface must be level and without glue residues delivered.
3. Self-applied sun protection (also on the outside of the building), curtain rails and supports. Holes must be skillfully and neatly sealed.
4. Nameplates, stickers and decals. Damage caused by this must be repaired.
5. Attachments and all other structures in the garden and elsewhere. Damage caused by this must be repaired.

B. The entire house/ apartment, including shed, storage room and/or garage, must be clean and empty.

C. All keys to the interior doors must be in the keyholes, while all keys to the exterior doors (front door, back door, balcony door, garage door, barn door and/or storage door, etc.), so also duplicates, must be checked during the final inspection handed in.

D. All switches and wall sockets (sockets) must be undamaged, unpainted and in the original colour. Self-installed electrical services (including wires over the floor or plinth) must be removed.

E. The original doorbell must be in its original position.

F. All ceilings must be left in their original condition and in their original colour.

G. If your home has a garden, the original number of square meters of paving on the path and terrace must be present at the final inspection, without pits and neatly laid. The garden itself should also look neat, without pits from removed shrubs or plants.

H. All cupboards, kitchen, sanitary facilities and tiling must be cleaned and without damage.

I. The hinges and locks belonging to the living space must function properly.

J. If the rented accommodation is equipped with an individual central heating installation, then this must be present
are: an instruction booklet or form, a filling key, a filling hose and a bleed key.

K. Damaged doors, walls, plumbing and taps must be repaired or replaced.

M. Tiles with holes drilled or otherwise damaged must be replaced with identical tiles.