

## **INFORMATION SHEET FOR THE HANDOVER OF BUSINESS PREMISES/OFFICES**

In order to carry out the property unit handover to the satisfaction of all parties involved, we ask you to observe the following:

### **1. CANCELLING GAS AND ELECTRICITY**

Since we take the meter readings directly on site when we take back the rented property, we ask you NOT to cancel the gas and electricity. This would cause unnecessary costs for us, which we would have to invoice to you subsequently. When the meter readings have been taken, we will carry out the re-registration with the competent gas and electricity suppliers. The final invoice will be sent to your new address. Furthermore, gas and electricity meters must on no account be removed.

### **2. MAIL REDIRECTION SERVICE**

Please make arrangements with the post office.

### **3. TELEPHONE DE-REGISTRATION**

Please make arrangements with your competent post office.

### **4. VACATION OF THE BUSINESS PREMISES/OFFICE (UNLESS OTHERWISE AGREED)**

- The rented property has to be cleared of all furnishings. The inventories handed over by the lessor in the context of the conclusion of the rental contract must remain in the rented property in usable condition.
- All modifications that you have performed must be returned to the original state and the condition at the time the rental contract was concluded has to be re-established.
- At the latest on the date when we take back the rented property, a current electrical report must be handed over to us.
- Hand-over of an electrical report that must not be older than three years. Proof of regular maintenance (verified by maintenance reports) of all electrical systems provided by the lessor, e.g. ventilation system, air conditioning systems, etc. If no proof on this can be produced, we will carry out maintenance on our part and invoice the costs for this process to you.

## **5. REPAIR OF POSSIBLE DAMAGE**

We ask you to repair all damage in the dwelling prior to the hand-over. Please take the following into consideration:

- Broken window panes or door glasses
- Damaged door frames and missing door leaves
- Missing socket covers and other defects on the electrical installation
- Defects on sanitary facilities – connection, fittings, etc.
- Usability of the floor coverings – in particular carpets that you have purchased, must be removed when they are heavily soiled – including any adhesive residues
- Drill holes, plasterwork damage and excessive contamination on the walls
- Agreements in your rental contract, in accordance with which the dwelling must be handed over in a specific condition (e.g. freshly painted)

By handing over the dwelling properly and in a condition free from defects you spare yourself and us an extensive correspondence concerning the repair of the defects and potential claims for damages.

We'll also be able to reimburse a possible deposit or the rest of an advance rent without delay and in the full amount.

## **6. HAND-OVER OF THE RENTED PROPERTY UNIT**

This process will be performed directly on site unless otherwise agreed.

If the last day of your tenancy is a weekend or a holiday, we accept the hand-over to take place on the next working day.

Please observe that in addition to the due rent (usage fee) further costs may be incurred when you hand over the rented property belatedly, since we are forced due to statutory time limits to take action for eviction, if necessary.

We kindly ask you to take the above-mentioned items into consideration.

Yours sincerely,

**AREALIS**  
Liegenschaftsmanagement GmbH