

5 RENTAL STEPS TO A SUCCESSFUL EXIT INVENTORY

1. PREPARE YOUR DOCUMENTS:

- **Lease contract** setting out the respective duties and obligations
- **Initial inventory of fixtures** detailing the initial condition of the building
- **Exchanges of emails**, agreements and amendments to the inventory of fixtures established during occupation
- **Maintenance certificates and invoices** made during the occupation of your equipment (e.g. heating, chimney sweeping, ventilation, softener, pit cleaning, alarm,... everything that is contractually stipulated)
- **Instructions for use** given at the beginning of the rental
- **The identification numbers (EAN)** of your electricity and gas meters as well as the number of the water meter (shown on your bills from the distribution companies except for the passage meter)
- **Energy transfer forms** pre-completed with your new contact details
- **The inventory of the identified keys** to the dwelling (normally identical to the entrance).
- **The necessary documents for the release of the rental deposit** (if existing or see E-DEPOT)

2. BE READY AND PRESENT ON THE DAY AND TIME OF THE SCHEDULED APPOINTMENT:

The presence of all parties enhances transparency and allows for an open and constructive dialogue between everyone. Your presence allows you to answer questions immediately or explain certain situations, thus avoiding misunderstandings. If you can't be there, appoint a trusted representative and let them know all the essentials. It is best to remain reachable. Check that the date and time of the appointment have been confirmed to the people concerned.

- **Have completely emptied the premises** of your personal belongings
- **Prepare the building** properly (see below)
- If you prepare the accommodation several days/weeks in advance, check it again regularly before the inventory day and ensure that an indoor climate is maintained stable (minimum temperature and ventilation), no accumulation of dust or vandalism among others.
- **Apartment:** help expert/representatives to identify the accommodation (bell, floor, cellar location, garage space and meters)

3. PREPARATION OF THE GENERAL CONDITION OF THE PROPERTY:

To maximize the chances of a successful exit inventory, here are some rental tips for preparing the general condition of the building before the appointment (Also valid for the rental entry). Careful attention to the general condition shows your involvement and limits the damage to your expense.

- **Thorough cleaning:** Make sure the property is clean in its entirety, including the often overlooked nooks and crannies (baseboards, windows, light fixtures, etc.)
- **Minor repairs:** Repair minor damage, such as holes in the walls, broken handles or leaky faucets, to prevent them from being marked as damage.
- **Initial refurbishment:** Restore modified or customized elements during the rental, unless explicitly agreed by the landlord/manager to maintain them. Replace equipment damaged during your occupation (such as refrigerator accessories,)
- **Checking the equipment:** Test all the appliances (heating, electricity, plumbing including shut-off valves, keys, etc.) to make sure they are working properly. Check that the equipment has been maintained in accordance with the lease (heating, filters, detectors,...). When unplugging your machines, make sure that the faucets are closed properly.
- **Maintained exteriors:** If the property has a garden or a simple terrace/balcony (mowed lawn, clean walkways and terrace, etc.).

4. ON THE DAY OF THE INSPECTION :

- Adopt a positive and cooperative attitude : the expert looks after everyone's interests.
- Remind the important elements of the contract: If specific clauses are to be taken into account, you can recall or clarify them with the parties present and the expert.
- Propose solutions on the spot: If there is a minor problem, you can, if possible, solve it directly; this could avoid an unfavorable mention in the report.
- Check the findings: Make sure that the observations noted are accurate and reflect the reality of the condition of the property. If you disagree on a point, have it noted on the findings
- Establish as many agreements as possible on site with the expert: this immediately clarifies the responsibilities, commitments, repairs and deductions to be expected from the rental deposit. A global agreement brings later serenity and avoids subsequent discussions.

5. AFTER THE MOVE-OUT INSPECTION :

- The closing of a rental relationship is an important step that, with courteous dialogue and mutual cooperation, can take place smoothly and quickly.
- Inform your suppliers of your departure date in order to stop invoicing Energy, Telephony / Internet, Insurance,....
- Confirm the latest statements (e.g. common expenses, allowances,...)
- Confirm the release of the rental deposit on the basis of the agreements and statements set