

### Account Information Update

- Email your updated account number (IBAN) and BIC/SWIFT code to info@anttikorppistudenthouse.fi. Your security deposit will be returned after your lease ends when your rent and other fees are paid, keys are returned, and the apartment is cleaned and inspected according to the instructions.

### Submit a change of address

- Submit a notification of the change of address [here](#). A Finnish personal identity number is not mandatory, you can use your own personal identity number. With the notification your mail will no longer be delivered to the apartment once you have moved out. If you don't have online banking credentials, take a form from the lobby of staircase A, fill it in, and drop it through the office letterbox.

### Furniture and Items

- Make sure that there are no personal belongings left in the apartment (including the private room, kitchen, toilet, common areas, balcony, and storage rooms) other than the items provided by Antti Korppi Student House. You can find the full equipment list [here](#).
- Report any broken items or furniture immediately. Failure to do so may result in deductions from your deposit.

### Bedding and Personal Utensils

- Leave used sheets on the bed in your room.
- Place personal utensils washed on the shelf in your room, including:
  - 2 Plates
  - 2 Side Plates
  - 2 Bowls
  - 2 Deep Plates
  - 2 Glasses
  - 2 Mugs
  - 2 Knives
  - 2 Forks
  - 2 Spoons
  - 2 Small Spoons

## ✓ Checklist for moving out

### Apartment Cleaning Instructions

#### **Kitchen:**

- Clean the oven, hob, and cooker hood.
- Wipe down all surfaces, including countertops, sink, tap, cabinets, and drawers inside and outside.
- Wipe the walls, doors, and light switches.
- Empty the fridge and freezer and clean thoroughly. Do not defrost the fridge.
- Vacuum the floor before wiping it. Do not leave surfaces wet.
- Take out all trash and biowaste.

**i** Use an all-purpose cleaner and a damp dishcloth/microfiber cloth to wipe down kitchen utensils and surfaces. You can mop the floors by rolling a damp microfiber cloth around the bathroom floor wiper.

*Wash the oven with an oven cleaner. It is a good idea to clean any food spilled on the bottom of the oven immediately after use. In addition, clean the controls, drawers, grates, baking trays, and tray storage space.*

#### **Bathroom:**

- Scrub and disinfect the toilet, sink, and shower.
- Clean the mirror and any shelves or cabinets.
- Clean the shower floor drain.
- Wash the walls and floor.
- Ensure all personal items are removed.

#### **Bedroom:**

- Vacuum and mop all floors.
- Dust and wipe down all surfaces, including windowsills, shelves, and furniture.
- Leave the bed tidy with used sheets on top.
- Ensure all personal items are removed.

#### **Windows:**

- Clean all windows inside, including the frames.

**i** Use window cleaner and a damp cloth/microfibre cloth. Do not wash the outside of windows in freezing temperatures. Dry with a microfibre cloth.

### Apartment Inspection

- Complete the apartment [inspection form](#) before moving out.
- Ensure the apartment is thoroughly cleaned and emptied according to the instructions on this document.
- Return the keys by the last day of the month by 9 AM.

By following this checklist, you'll help ensure a smooth move-out process and the full return of your security deposit. If you have any questions, feel free to reach out!