

### Account Information Update and Deposit Return

- ☐ Email your updated account number (IBAN) and BIC/SWIFT code to [info@anttikorppistudenthouse.fi](mailto:info@anttikorppistudenthouse.fi). Your security deposit will be returned after your lease ends, provided that your rent and other fees are paid, the keys are returned, and the apartment is cleaned according to the instructions and inspected.
- ☐ The deposit refund will be delayed if:
  - Rent or other fees are unpaid
  - Keys are missing or unmarked
  - The apartment is not cleaned properly
  - Items are left behind
- ☐ Antti Korppi Student House does not respond to deposit inquiries. If there are any issues, we will contact you directly.

### 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.

### Remove Personal Belongings & Recycle Items

- ☐ [Join our Telegram group](#) to donate items to other residents. In this group, items find a new owner instantly!
- ☐ Do not leave any extra belongings in the apartment (including your room, kitchen, toilet, common areas, balcony, and storage rooms), even if you think they might be useful for the next tenant, such as pillows, dishes, decorations, or plants.
- ☐ **Only items listed as provided by Antti Korppi Student House may be left in the apartment. You can find the full equipment list [here](#).** Please note, especially when the entire apartment is left empty: All items not on the equipment list must be recycled, regardless of whether they were originally in the apartment or not. **Scroll down to see pictures of the allowed equipment.**
- ☐ You may leave usable supplies and consumables that the next tenant might need, and that can be easily thrown away if not needed. For example, cleaning detergents, toilet paper, and baking papers are okay.

If you are unsure which supplies can be left in the apartment, please don't hesitate to ask in the Telegram group.

- ☐ **If you leave any trash, food, or other item/items in the apartment or common areas, cleaning and emptying costs will be deducted from your deposit.** Fees start from 50 euros, according to the [Price List](#).
- ☐ Report any broken items or furniture immediately. Failure to do so may result in deductions from your deposit.

### Bedding and Personal Utensils

Example pictures can be found below.

- ☐ 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

### Apartment Cleaning Instructions

Example pictures can be found below.

#### 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 (especially the wall next to the oven and sink), 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.
- ☐ Ensure all extra items are removed.

 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 extra 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 extra items are removed.

### **Windows:**

- ☐ Clean all windows inside, including the frames.

 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 in 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!

## ✓ Checklist for moving out

### 📷 Example pictures and allowed items



✓ Checklist for moving out

