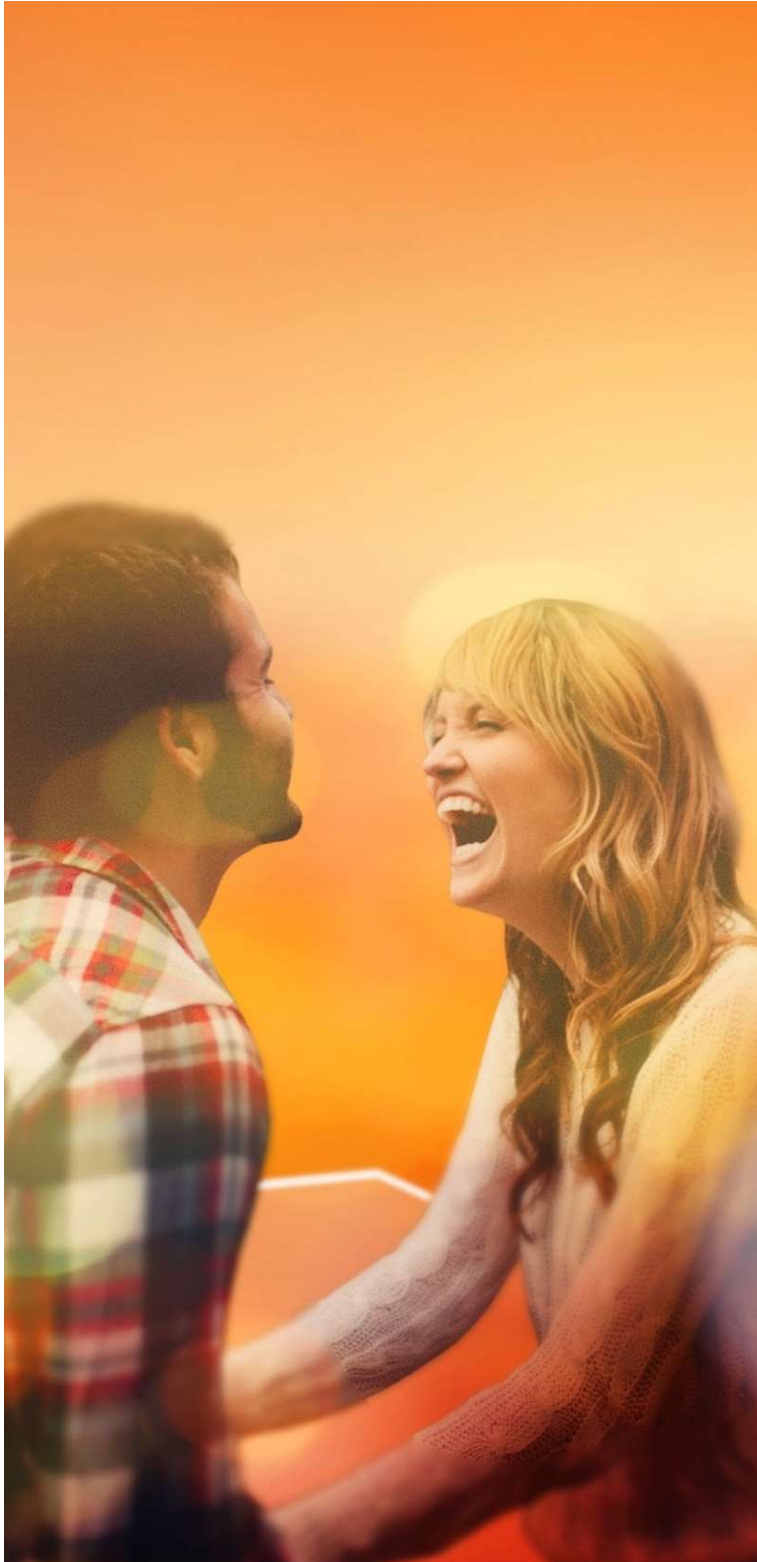


Checklist for sublease in Germany



Have you thought of everything?

We're happy to provide this check-list for sub-leasing free of charge.

Go through the checklist and you'll be «Ready for Departure».

If you are still looking for the right sub-tenant, simply list your property on our website free of charge:

>> www.tempoflat.de

tempoFLAT.de

**Your specialist for furnished
apartments & temporary housing in
Germany.**

We will be happy to support you and take care of the paperwork for you.

Checklist for subleasing in Germany

I Consent to sublet

Done?

Have I notified the landlord/property management of my intention to sublet?

Have I sent the landlord/property management a copy of the sublease contract?

Have I received the consent to sublet from the landlord/property management?

II Sub-lease contract & transfer protocol

Done?

Is the sublease contract concluded in a legally binding manner (signed or accepted online)?

Is the transfer/hand-over protocol completed and signed by both parties?

Are electricity and water included in the rent, and/or have we remembered to record the current meter readings in the handover report?

III Organizational matters

Done?

Clear agreement on transfer/takeover date

- Has it been clearly defined when and from whom the property will be handed over and how the hand-back will be handled?

Contact between the subtenant and the sub-lessor

- We have given each other our contact details so that we can reach each other easily even in an absence?

Designating a substitute / contact person

- Have you named a substitute / contact person who can represent you in your absence and has this person been made known to the subtenant?

Control of rental payments

- Are the rental payments paid via tempoFLAT or have I ensured that I can also check the receipt of rental payments remotely?

Cleaning before and after the sublease

- Have we clearly discussed our mutual expectations for cleaning before and after the sublease?

III Organizational matters (continuation)

Done?

Information to building residents and caretaker

- Have I informed the residents and the caretaker that they will temporarily meet one or more new people in the house?

Telephone, internet & TV

- Have you clearly defined how and whether the subtenant has access to the telephone, internet and TV subscriptions or whether they must take care of them personally?

Personal items

- Have I left my subtenant enough storage space in a cupboard or chest of drawers?
- Have I stored my personal things securely?.

Other agreements

- Has the subtenant been informed about other things that they should do; e.g. water plants, regularly air the apartment?

Post mail

- Have I forwarded my post mail or does the subtenant know what they should do with it?

Fridge

- Have I cleared food with a short shelf life from the fridge?

IV House equipment

General items

- Toilet Paper
- Clean towels
- Clean bedding
- Dishwasher tabs
- Spare batteries (e.g. for remote controls)
- Fuses
- Detergent

Cleaning kit

- Vacuum cleaner with spare bags
- Mop and bucket
- Rubbish bag
- Cloths
- All-purpose cleaner
- Glass cleaner
- Toilet cleaner
- Kitchen cleaner
- Descaler