

Check-in form contract change

Welcome to The Citylifer's transition process. This check-in form is your guide to a smooth transition, focusing on key aspects such as meter readings, key transfer, cleaning, inventory list, and assessing the condition of the apartment and its contents.

Although The Citylifer does not conduct formal check-ins during contract changes, we strongly encourage new residents to conduct their own thorough inspection of the apartment and its furnishings upon moving in. This proactive approach is crucial in preventing misunderstandings or disputes regarding the apartment's condition between leaving and new residents.

We tried to make it as clear as possible, but should you have any questions regarding this process, we are just one call away! Wishing you a smooth process and a wonderful end or start with your time at The Citylifer!

Let's start:

Personal Information

Apartment address :

Date of inspection :

Leaving resident :

New resident :

Meter readings

As part of managing your utilities, you're required to make advance monthly payments to your landlord, energy provider, or owner's association. Annually, you'll receive a detailed settlement that compares your actual consumption and associated costs against these advance payments. Should your actual utility costs exceed the advance payments, you'll be responsible for covering the difference. Conversely, if your costs are lower, you'll be entitled to a refund.



Tip: To ensure accuracy and prevent any disputes, we highly recommend taking photos of your meter readings at the time of check-in and check-out.

Electricity meter I	:
Electricity meter II	:
Water meter	:
Gas meter	:

For apartments with block heating systems that are metered individually per radiator, please record the meter readings below:

Area	Meter number	Meter reading

Determining responsibility for utility settlements is crucial, especially for periods preceding a contract change. Who will be accountable for the cost of any overconsumption (requiring additional payment) or who will benefit from underconsumption (entitled to a refund)

- Leaving resident
- New resident
- Other: _____

Initial leaving resident

Initial new resident

Key transfer

In the check-in form noted at the start of the original tenancy, the number of keys that the residents have received are specified. When the tenancy agreement is terminated, all those keys need to be returned. In case keys are missing, there is a penalty for each missing key.

Write down the keys that the leaving resident has given to the new resident:

Front door building	:
Front door apartment - main lock	:
Front door apartment - pin lock	:
Back door	:
Mailbox	:
Storage / shed	:
Gate / parking spot	:
Other	:

Comments

Cleaning

As you get ready to hand over your apartment, ensuring it is spotlessly clean is crucial. This cleaning checklist is specifically designed to help you cover all necessary areas, making sure the apartment is in the best possible condition for the new resident.



Tip: We strongly recommend documenting the apartment's cleanliness by taking detailed pictures or videos before you leave. This visual documentation can be invaluable in clarifying the state of the apartment at handover, preventing any misunderstandings about its condition.

	Yes	No	Comment
All trash removed	<input type="checkbox"/>	<input type="checkbox"/>	
Dishwasher clean	<input type="checkbox"/>	<input type="checkbox"/>	
All kitchen appliances clean (stove, microwave, oven, fridge, freezer)	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation and hood filters clean	<input type="checkbox"/>	<input type="checkbox"/>	
Bathroom(s) thoroughly cleaned	<input type="checkbox"/>	<input type="checkbox"/>	
All personal items removed	<input type="checkbox"/>	<input type="checkbox"/>	
Windows clean inside (and outside if accessible)	<input type="checkbox"/>	<input type="checkbox"/>	
Floors clean and free of residue	<input type="checkbox"/>	<input type="checkbox"/>	
Walls free of marks and stains	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas, closets, and cabinets emptied and clean	<input type="checkbox"/>	<input type="checkbox"/>	
Light fixtures, switches, and doorknobs wiped down	<input type="checkbox"/>	<input type="checkbox"/>	
Carpets vacuumed and spot-cleaned	<input type="checkbox"/>	<input type="checkbox"/>	
Balconies and patios swept and tidy	<input type="checkbox"/>	<input type="checkbox"/>	
No lingering odors (cooking, pets, smoking)	<input type="checkbox"/>	<input type="checkbox"/>	
Behind appliances and under furniture clean	<input type="checkbox"/>	<input type="checkbox"/>	

Inventory list

Upon a contract change, the responsibility for the inventory shifts to the new resident. We advise you to thoroughly compare the inventory list with the original inventory list that's drafted during the check-in. This comparison is vital, as it sets the standard against which the apartment will be evaluated in any future check-outs.

Hallway	<input type="checkbox"/> Doormat
	<input type="checkbox"/> Coathanger
	<input type="checkbox"/> Mirror
	<input type="checkbox"/> Clock
	<input type="checkbox"/> Other, specify:

Cleaning	<input type="checkbox"/> Iron with ironing table
	<input type="checkbox"/> Drying rack with clothespins
	<input type="checkbox"/> Vacuum cleaner
	<input type="checkbox"/> Washing machine
	<input type="checkbox"/> Cleaning materials (sponges, discloths, floor mop, etc)
	<input type="checkbox"/> Other, specify:

Kitchen	<input type="checkbox"/> Tableware and cutlery
	<input type="checkbox"/> Glasses (water, wine, champagne)
	<input type="checkbox"/> Kitchen equipment (bowls, cutting boards, cooking pans, baking pan, can opener, etc)
	<input type="checkbox"/> Coffee machine
	<input type="checkbox"/> Kettle
	<input type="checkbox"/> Blender
	<input type="checkbox"/> Electronic scale
	<input type="checkbox"/> Other, specify:

Living room I	<input type="checkbox"/> Dining table with chairs
	<input type="checkbox"/> Sofa
	<input type="checkbox"/> Armchair

Living room II	<input type="checkbox"/> Pillows
	<input type="checkbox"/> Floorlamp
	<input type="checkbox"/> Sidetable

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- Carpet
- Television
- Side cabinet
- Curtains
- Other, specify:

Bathroom(s) and toilet(s)

- Towels
- Guest towels
- Bath mat
- Small garbage bins
- Other, specify:

Bedroom(s)

- Bed and mattress
- Pillows, duvet and bed linen
- Shelve or bed side table
- Wardrobe with clothhangers
- Desk, desk chair and desk light
- Paper bin
- Carpet
- Other, specify:

Balcony

- Balcony chairs
- Other, specify:

The leaving resident will purchase, replace, or repair the following inventory items before the start date of the contract change:

Condition of the apartment and inventory

As you transition into your new home, it's essential to return the apartment and its furnishings in the condition noted at the start of the original tenancy, allowing for reasonable wear and tear. Upon a contract change, the responsibility for the apartment and furniture maintenance shifts to the new resident. We advise you to thoroughly compare the apartment's current condition with the original check-in form. This comparison is vital, as it sets the standard against which the apartment will be evaluated in any future check-outs.



Tip: To ensure accuracy and prevent any disputes, we highly recommend taking photos of your meter readings at the time of check-in and check-out.

Entrance

	<i>Good</i>	<i>Mediocre</i>	<i>Bad</i>	<i>N/A</i>	<i>Comment</i>
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staircase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors and frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<i>Good</i>	<i>Needs replacement</i>	<i>N/A</i>	<i>Comment</i>
Doormat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coathanger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mirror	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Living room

	<i>Good</i>	<i>Mediocre</i>	<i>Bad</i>	<i>N/A</i>	<i>Comment</i>
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor and baseboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors and frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<i>Good</i>	<i>Needs replacement</i>	<i>N/A</i>	<i>Comment</i>
Dining table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dining chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sofa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Armchair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pillows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floorlamp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sidetable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carpet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TV and remote control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Side cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Initial leaving resident

Initial new resident

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Kitchen

	<i>Good</i>	<i>Mediocre</i>	<i>Bad</i>	<i>N/A</i>	<i>Comment</i>
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors and frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior / appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<i>Good</i>	<i>Needs replacement</i>	<i>N/A</i>	<i>Comment</i>
Tableware and cutlery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Glasses (water, wine, champagne)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen equipment (bowls, cutting boards, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trashbin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coffee machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kettle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electronic scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<i>Yes</i>	<i>No</i>	<i>Comment</i>
Alle handles are mounted well	<input type="checkbox"/>	<input type="checkbox"/>	
The sink drains well	<input type="checkbox"/>	<input type="checkbox"/>	
The worktop is in good condition	<input type="checkbox"/>	<input type="checkbox"/>	

Initial leaving resident

Initial new resident

Bedroom

	<i>Good</i>	<i>Mediocre</i>	<i>Bad</i>	<i>N/A</i>	<i>Comment</i>
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor and baseboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors and frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior/materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<i>Good</i>	<i>Needs replacement</i>	<i>N/A</i>	<i>Comment</i>
Bed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mattress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pillows and duvet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shelf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bed side table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wardrobe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Desk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Desk chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Desk light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paper bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carpet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Initial leaving resident

Initial new resident

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Bathroom

	<i>Good</i>	<i>Mediocre</i>	<i>Bad</i>	<i>N/A</i>	<i>Comment</i>
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors and frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior/materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<i>Good</i>	<i>Needs replacement</i>	<i>N/A</i>	<i>Comment</i>
Towels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Guest towels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bath mat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Small garbage bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<i>Yes</i>	<i>No</i>	<i>Comment</i>
Tilework, joints and sealants are clean	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation is working	<input type="checkbox"/>	<input type="checkbox"/>	
Shower and/or bathtub drains well	<input type="checkbox"/>	<input type="checkbox"/>	
Sink drains well	<input type="checkbox"/>	<input type="checkbox"/>	
Lights are working	<input type="checkbox"/>	<input type="checkbox"/>	

Initial leaving resident

Initial new resident

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Toilet

	<i>Good</i>	<i>Mediocre</i>	<i>Bad</i>	<i>N/A</i>	<i>Comment</i>
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors and frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<i>Good</i>	<i>Needs replacement</i>	<i>N/A</i>	<i>Comment</i>
Guest towels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Small garbage bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<i>Yes</i>	<i>No</i>	<i>Comment</i>
Tilework, joints and sealants are clean	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation is working	<input type="checkbox"/>	<input type="checkbox"/>	
Sink drains well	<input type="checkbox"/>	<input type="checkbox"/>	
Lights are working	<input type="checkbox"/>	<input type="checkbox"/>	

Initial leaving resident

Initial new resident

Cleaning materials

	<i>Good</i>	<i>Needs replacement</i>	<i>N/A</i>	<i>Comment</i>
Iron with ironing table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drying rack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vacuum cleaner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Washing machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning materials (floor mop, dishcloths, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<i>Yes</i>	<i>No</i>	<i>Comment</i>
Vacuum cleaner is working	<input type="checkbox"/>	<input type="checkbox"/>	
Vacuum bag is replaced	<input type="checkbox"/>	<input type="checkbox"/>	
Iron is working	<input type="checkbox"/>	<input type="checkbox"/>	
Washing machine is working	<input type="checkbox"/>	<input type="checkbox"/>	

The leaving resident will repair the following defects or replace the following inventory items before the start of the contract change:

Legal and financial considerations

Home insurance

With the start of a new contract, the new resident takes on the responsibility for the home insurance covering the apartment's inventory. The leaving resident should continue their home insurance until the contract change is in effect. It's vital for the new resident to arrange for home insurance by the contract change's start date.

The tenancy agreement requires residents to have home insurance covering all items in the apartment. Without it, the resident is responsible for any damages from incidents like leaks or theft, and the landlord won't be liable. Remember, home insurance often includes coverage for damage to floors and walls. Please be aware that your home insurance also covers rented furniture and double check this with your insurance company.

Deposit handling

With a contract change, the initial security deposit isn't refunded. If the leaving resident contributed to the deposit, the new and leaving residents need to sort this out among themselves. Keep in mind, any deposit refunds at the end of the tenancy will go to the residents listed on the contract at that time.

For deposit handling:

The new resident should pay €_____ to the leaving resident for the deposit settlement.

Disclaimer

This form is designed to facilitate a smooth transition for residents undergoing a contract change, providing a structured approach to the check-in and checkout processes. It is intended purely as a procedural guide for both leaving and new residents, outlining key steps and considerations to ensure a seamless handover of responsibilities.

Please be aware that The Citylifer does not participate in the execution or oversight of the check-in and checkout activities. As such, The Citylifer bears no liability regarding the handling of deposits, the state of the apartment and its inventory, or any disagreements that may occur among residents concerning these matters. This document does not imply any legal obligations on The Citylifer's part.

The Citylifer encourages all parties to approach this process with fairness and integrity, but it is ultimately the responsibility of the residents to manage their arrangements and any disputes independently.

Signatures

By signing below, all parties confirm understanding and agreement to the terms outlined above

Leaving resident

Name: _____

Date: _____

New resident

Name: _____

Date: _____