

CHECKLIST: MOVING OUT

Keep in mind that rental contracts have deadlines for regular and early contract termination. To avoid extra costs, you should pay close attention to the deadlines of your contract. If you want to terminate your contract earlier than originally agreed upon, you will need your landlord's agreement and usually have to find a new tenant before moving out.

- Cancel your contract (in written form and with your signature, usually there is a three months' notice)
 - Go to the city hall to inform them that you moved out (or moved to another address)
 - If you are staying in Göttingen: inform other services you have a contract with (electricity etc.)
 - Inform your landlord/flatmates/Studierendenwerk about the exact date on which you are moving out and make an appointment, so that they can check your room/flat
- If you are living in a student dorm from Studierendenwerk: contact your responsible service office (*Wohnheimverwaltung*)
- Remove all your belongings from the apartment and try to leave it clean and tidy
 - Make sure that all walls are clean and painted the same color as they were before you moved in
 - For your own legal protection, it is advisable to also fill out a flat transfer protocol and take photos of your room/apartment/flat when moving out
 - Return your keys to your landlord/flatmates/Studierendenwerk