



CHECKLIST: MOVING OUT

Keep in mind that you must give notice to your landlord when you plan to move out. In general, notification must be given 3 months prior to when the lease expires or if you plan to move out at an earlier date. The deadline for giving notice on moving out is stated in your rental contract. To avoid additional costs, you should adhere carefully to the deadlines on your lease. If you decide to end your lease earlier than the date stated in the rental contract, your landlord must agree to this and you will be responsible for finding another tenant.

- Cancel your lease in writing, making sure to sign and date your letter of notification. In general, the deadline for notification is 3 months prior to the date listed in your contract when the lease comes to an end.
- Go to the city hall to inform them that you moved out (or moved to another address)
- If you are staying in Göttingen, notify and/or terminate contracts with service providers and utility companies (e.g. electric company), informing them that you are moving.
- Inform the broadcasting authorities that you are moving out and terminating the contract.
- Notify your landlord of your exact move-out date and make an appointment with him/her to conduct a final inspection of your apartment. If you rent a room from the Studentenwerk contact the administration office.
- 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/Studentenwerk
- Make sure to provide information regarding a German bank account where your deposit can be transferred.