

Moving out of provstehuset

1. You must give your notice in writing (email is fine) at least 3 months in advance, the notice will be affected from the following first of the upcoming month, unless another later first of a month is stated.
2. You may use your prepaid rent the last 3 months of your stay in Provstehuset, remember to inform your bank, PBS to stop the payments, if you want to use your prepaid rent. The bill may be sent out, but take no notice, if you have prepaid rent.
3. You must pay for water – heat – electricity – any regulations plus the other subscriptions you may have such as Yousee for all the months, until your release date.
4. You must be out of the apartment latest 14 days before the last date of the move out month. See Særlige vilkår: Ind- og fraflytning, flyttesyn og lejemålets stand (ad § 7 og § 8) You may not paint or repair the apartments yourselves!
5. We need to make a move out report, the apartment must be clean and empty. Contact me provstehuset@gmail.com for an appointment.
6. This is to be done when you have moved out. Please, report you move out date to: **Ørsted** They need your aftager nr. and the stop number from the electricity meter (you can see this on the move out report 79100.....) Målerservice **Techem**. Remember to cancel any other subscriptions you may have.
7. You need to change your address see: https://www.borger.dk/bolig-og-flytning/flytning_oversigt/Naar-du-skal-flytte

I will make a settlement report, which I will send to you by email, not before the apartment has been cleaned, painted and the paperwork has been done, can I send out the settlement. This may take to 6 -8 weeks after the official move out date.

Please notice that we withhold some money for Techem. Techem makes their settlement yearly, so we pay the difference of the bill, therefore we keep extra money. You will be contacted when Techem settlement has been done.

Istandsættelse / Maintenance will be minimum around 5.000 kr.

Work labor hourly 375 kr. (min. 1 days' work)

Paint approximant 600 kr.

Extra payments for damage in apartment or Provstehuset ? kr.

When you receive the settlement report by email, please replay with your new home address and your bank information, registreringsnummer and kontonummer or IBAN and Swift if foreign account.

You may try to find someone to take over the apartment. If you have someone who is willing to take over the apartment before your release date, please refer them to me provstehuset@gmail.com I cannot promise they will get your apartment, due to the waiting list where I may already have rented out your apartment.

If you want to leave things in the apartment such as curtains or other belongings, it must be approved by the new tenant. If new tenant does not wish to keep these things, the damage such as holes in walls and time to move things out will be deducted from your deposit.

Electricity: Ørsted kundeservice 7210 3118 www.ørsted.dk

Energi: Techem Danmark 8744 7700 www.techem.dk

Internet/Tv: Yousee 7070 4040 www.yousee.dk