

## APARTMENT HANDOVER REQUIRMENTS

Below you will find the full list of requirements that you need in the apartment in order to complete handover.

### POWER OF CERTIFICATION

You are the owner of the property or have written permission from the owner to rent out their furnished apartment.

### FULLY-FURNISHED / STATE

Your apartment is fully furnished in a way which allows tenants to move in with nothing but a suitcase and feel at home. Personal items such as clothes, shoes, photos, expensive artwork and private devices should be removed and/or put in storage.

### IMPORTANT ITEMS

Your apartment must be equipped with the following items:

- 3 sets of keys + 1 key extra for every bedroom more than two bedrooms. Example: 3 bedrooms = 4 keys.
- All kitchen utensils and cutlery.
- 200cm x 200cm duvets (inline with our linen size).
- Hairdryer, and iron and iron board.
- All cleaning equipment (including vacuum/mop/bucket).
- Welcome note (see example below).
- Access to a washing machine - either in the apartment or in the same building.
- A table (dining table is acceptable), a chair, and nearby socket because our business customers should have the opportunity to work in the apartment.
- Deep cleaned. After handover, CCR will arrange and carry out the cleaning during and after the tenants stay.

### INTERNET

Your apartment offers high-speed Wi-Fi access without data limitations or additional costs.

### ENTIRE APARTMENTS

Designed for temporary living of the entire unit. We do not accept subletting of rooms or sections of the apartment.

### ALL IN PRICE

The rent includes all utilities, including any applicable tax related to the ownership of the property.

PLEASE SEE BELOW EXAMPLE WELCOME NOTE TEMPLATE

# Welcome

We are delighted that you have chosen to stay here for your temporary accommodation in Amsterdam. We would like to extend you a very warm welcome and we hope that your stay will be both enjoyable and comfortable.

Can we please remind you that parties, pets (without prior consent) and smoking are strictly forbidden in the property and please be respectful to our friendly beloved neighbours? This property is situated in a typically gorgeous and peaceful Dutch residential area. Utilities are included in the rent but please do be energy conscious which includes making sure lights and the heating is switched off when they are not needed.

## WIFI details:

USERNAME:

PASSWORD:

## Garbage

Rubbish can be left out on the street on the following days:

## Post

The mailbox is

## House & VVE Rules

.....

## Apartment Instructions

.....

WE HOPE YOU ENJOY YOUR STAY