

# Checklist for Subleasing in Switzerland



## Have you thought of everything?

We're happy to provide this check-list for sub-leasing free of charge.

Go through the checklist and you'll be «Ready for Departure».

If you are still looking for the right sub-tenant, simply list your property on our website free of charge:

>> [www.ums.ch](http://www.ums.ch)

**UMS Ltd.**  
**Temporary Housing Switzerland**  
**Your specialist for furnished  
apartments & temporary housing in  
Switzerland.**

We will be happy to support you, take care of the paperwork for you and check your subtenant.

## Checklist for subleasing in Switzerland

### I Permission to sublease

Done?

Have I notified the landlord/building management of my intention to sublease?

Have I sent the landlord/building management a copy of the sublease contract?

Have I received a permission to sublease from the landlord/building management?

### II Sub-lease contract & Transfer protocol

Done?

Is the sublease contract signed or online agreed by both parties?

Is the transfer protocol completed and signed by both parties?

Are electricity and water included in the rent, or have we remembered to record the current meter readings in the handover report?

### III Organizational matters

Done?

#### Clear agreement on transfer/takeover date

- Has it been clearly defined when and from whom the property will be handed over and how the hand-back will be handled?

#### Contact between the subtenant and the sub-landlord

- Have you given each other your contact details so that you are both reachable at any time?

#### Designating a representative

- Have you named a representative who can represent you in your absence and has this person been made known to the subtenant?

#### Control of rental payments

- Are you able to check receipt of rental payments remotely or has UMS or a representative been charged with the task?

#### Cleaning before and after the sublease

- Have you clearly discussed your mutual expectations regarding cleaning before and after the sublease?

### III Organizational matters (continuation)

Done?

#### Information to building residents and caretaker

- Have I informed the house residents and the caretaker that they will find a new person in the house temporarily?

#### Telephone, internet & TV

- Have you clearly defined how and whether the subtenant has access to the telephone, internet and TV subscriptions or whether they must take care of them personally?

#### Personal items

- Have I left my subtenant enough storage space in a cupboard or chest of drawers?
- Have I stored my personal things securely? If you need additional storage space, we recommend [www.placeb.ch](http://www.placeb.ch).

#### Other agreements

- Has the subtenant been informed about other things that they should do; e.g. water plants, regularly air the apartment?

#### Mail

- Have I forwarded my mail or does the subtenant know what they should do with it?

#### Fridge

- Have I cleared food with a short shelf life from the fridge?

### IV House equipment

#### General items

- Toilet Paper
- Clean towels
- Clean bedding
- Dishwasher tabs
- Spare batteries (e.g. for remote controls)
- Fuses
- Detergent

#### Cleaning kit

- Vacuum cleaner with spare bags
- Mop and bucket
- Rubbish bag
- Cloths
- All-purpose cleaner
- Glass cleaner
- Toilet cleaner
- Kitchen cleaner
- Descaler