

Checklist for Subleasing in Switzerland

>> www.ums.ch

Have you thought of everything?

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

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

We are the specialists in furnished apartments and temporary housing in Switzerland

ums
Temporary Housing.

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/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? Or would you like to book the UMS-Joker Cleaning service (see offer on last page)?

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? You can find an interesting offer to rent additional storage space on the last page.

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

V Offers *

Cleaning Service *

A lot of things come up before you leave, and time is literally running out. If you don't have any time to clean your apartment yourself, bring in a professional!



Spick and span with Joker in Time. Book now a full clean and take a day off.

Furniture and valuables storage *

Do you have valuable objects you'd like to store safely during your sublease?

placeB offers you storage space you can access any time. Get the first month half price now.



Storage space at placeB. **50%** discount on the first month.
Code: ums150

Technical Support at home

Would you like to set up a guest WLAN for your sub-tenant or back-up your data in the cloud before you leave?

Or does your sub-tenant need help with your home cinema?

Then mila.com will help you - at home with you!

This is service from the neighborhood



Choose service you need. Mila will connect you with an expert in your neighbourhood.

* These offers are not available all-over Switzerland.