

CHECKLIST APARTMENT

If not included in the rental agreement itself, the following elements should be recorded in the handover protocol:

- A description of the apartment's general condition
- A list of all appliances (including the heating unit, or *Therme*, if present), including their make, model, (approx.) date of construction and condition
- A list of the type and condition of all surfaces (flooring, walls, counters, cabinets, sinks, baths...)
- A list (and/or photos) describing all keys (*Schlüssel*) provided for the apartment, the building (*Gebäude*), cellar storage (*Kellerabteil*) and post box (*Postfach*)
- A detailed listing of any damage (*Beschädigungen*), flaws (*Fehler*), or items requiring repair
- A list of any planned repairs or improvements (*Ausbesserungen*) not present
- Heating (*Therme*) service/chimney sweep (*Rauchfangkehrer*) reports (*Befunde*)
- Electric inspection reports (*Energieausweis and Überprüfungsbefund*)
- Meter readings (*Zählerstand*) for electricity, gas, water and heating (*Strom, Gas, Wasser, Heizung*)
- Photos of the property's condition as evidence

Landlord's rights and responsibilities in connection with your apartment:

- To hand over and maintain the apartment in usable condition (i.e., they must remedy serious damage to the building and remove significant threats to the health of its occupants)
- To maintain the common areas and amenities of the building (including the apartment's entry door, outer windows and balconies), as well as the heating units and water boilers within the apartment
- To provide trash removal and vermin control services in the building
- To repair faulty water pipes, gas lines, electric lines
- To repair building damage caused by moisture (e.g., mould build up and rotting walls)
- To ensure the chimneys are swept (if the lease falls under MRG regulations, the costs of such maintenance are covered by the tenant)
- To not disturb the tenant and to prevent other tenants from disturbing the tenant

Tenant's rights and responsibilities:

- To pay rent on time. However, the tenant is entitled to withhold rent (*Mietzinsminderung*) due to faults or general problems that make the apartment unusable (e.g., water, power or heating failure; excessive mould or noise). In this case the tenant must inform the landlord in writing.
- The tenant has a right to make minor changes to the apartment (e.g., painting or papering the interior) without requiring permission from the landlord. For substantial renovation or changes, the tenant must obtain the landlord's permission.
- To keep up the apartment so that no disadvantage comes to the landlord or building occupants (e.g., making sure the water pipes don't freeze, preventing water damage, and regularly cleaning the apartment and its amenities).
- If a heating unit/water boiler is installed in the apartment, the tenant is responsible for its annual service/inspection (but not its repair or replacement).
- To allow the landlord (or a representative) access to the apartment if there is an important maintenance reason (to remedy serious damages to the apartment, the building or even a neighbouring apartment). The landlord must obtain the tenant's advance approval, unless there is imminent danger.
- To return the apartment clean and emptied at the termination of the lease contract.

Do you need help? We will guide you through the process.

Contact us: expat@ecoplus.at