

Takeover form

You arrange the transfer yourself with the new tenant

- The new tenant can take over items from you, such as those in the home. You can discuss this during the pre-inspection.
- Everything the new tenant takes over must be written down on this transfer form.
- You are responsible for completing the form in full, including the takeover fees for each item. If the form is not fully completed, we assume the takeover is free of charge.
- Lefier is not involved in negotiations about a possible fee. This is a matter between you and the new tenant. However, you must enter the takeover fee for each item on the form.
- Once the form is completed, you and the new tenant sign it. Leave the form in the home.
- Items the new tenant does not want to take over must be removed from the home before you return the keys.
- If you do not do this, Lefier will remove the items at your expense. The removal costs will then be charged to you. You will find these costs in the pre-inspection report.
- Furthermore, please note that we are not liable for damage to your belongings caused during any maintenance work or by vandalism, fire, or other calamities. No rights can be derived from this form.

Is there no new tenant yet for the end date of your rental contract?

Then you may leave the items in the home before returning the keys to us. For example, floors, curtains, lamps, cupboards, etc. In that case, you must also complete this form in full and leave it in a clearly visible place in the home (for example, on the kitchen counter).

If the new tenant still does not want the items, Lefier will give you, as the departing tenant, a maximum of 3 days to remove them. The technical rental agent will agree with you when these days start and when the items must be removed at the latest.

It is not allowed to leave other/non-transferred items in the home. As the departing tenant, you are required to remove these completely before the end date of your rental contract.

Leave the signed form in the home. If we do not receive a transfer form, we will remove the remaining items after one week, and the costs will be at your expense.

Do you have questions? Contact Lefier: 088 - 20 33 000.

Takeover items:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Takeover fee:

€

€

€

€

€

€

€

€

€

€

Total €

Phone number(s) where you can be reached:.....

Email address:.....

New tenant (name):

declares that for the rented property (adress):.....

.....

with the departing tenant (name):.....

has agreed to take over the above-mentioned items in the property. All obligations regarding maintenance, repair, and removal of the transferred items (and any related costs) will hereby be the responsibility of the new tenant.

Agreement *departing* tenant:

Date:

.....

.....

Agreement *new* tenant:

Date:

.....

.....

Do you have questions? Contact Lefier: 088 - 20 33 000.