

## **Move-Out Instructions**

Your tenancy at BSN will expire on June 16th. You must be completely moved out by 12:00 (noon). You are asked to please follow the instructions below carefully when you leave the apartment.

**We ask you to please follow these steps when leaving your apartment:**

1. Confirm your move-out date through the booking service.
2. Review the attached inventory list and notify BSN of any missing items before May 20th.
3. Report any maintenance issues in Hybel under “Vedlikeholdssak”.
4. Remove all personal belongings and all food items.

(Only BSN inventory listed may remain. Items such as toilet paper, canned food, trash, toiletries, cleaning supplies, etc. will be removed and billed.)

5. Put dirty cutlery in the dishwasher and run a program.
6. Leave the mailbox key on the hook in the bedroom.
7. Lock both bedroom and apartment when leaving.
8. Leave your room key in an envelope and place it in the BSN mailbox outside the office.

There is a service charge of NOK 1000 if the instructions are not followed.

This includes the removal of any item small or large, refilling inventory missing in kitchen etc. If applicable to the common area both tenants will be charged NOK 500 each regardless of departure time.

## Inventory list

Small plates	6
Large plates	6
Soup bowls	6
27 cl glasses	6
22 cl cups	4
Cutlery forks	6
Cutlery knives	6
Cutlery spoons large	6
Cutlery spoons small	6
Bread cutting knife	1
Cutting knife large 20 cm	1
Cutting knife small 8,5 cm	1
Cutting board	1
Cooking bowl 130 cl	1
Cooking bowl 70 cl	1
Frying pan 28 cm	1
Cooking pot with lid 4,4 L	1
Cooking pot with lid 3,3 L	1
Cooking utensil flat	1
Cooking utensil wooden	1
Cork pad 25 cm	1
Scissor	1
Vacuum cleaner	1
Kettel	1
Kitchen towel	Throw out
Wi-Fi Router	1
Drying rack	1
Shower curtain	Wash max 40°
Bedding	Leave on bed
Big bathroom towel	Throw out
Small bathroom towel	Throw out

**When you leave BSN, your apartment must have exactly the same items as when you arrive (except throw out items). Any missing items or extra items will be billed for either replacement or removal.**