

List of Services to optimize your stay

Please mark your desired services.

(VAT included)

Survey Appointments:

- | | |
|---|----------|
| Organizing apartment visits WITHOUT accompaniment | for free |
| Organizing apartment visits WITH accompaniment | for free |

Rental Contract Preparation:

- | | |
|---|----------|
| Rental contract in German language | for free |
| <input type="checkbox"/> Bi-lingual rental contract German / English | 30,00 € |
| <input type="checkbox"/> Later change of contract / change of invoice | 30,00 € |
| Contract extension | for free |
| <input type="checkbox"/> Rent invoice | 30,00 € |

Move-in:

- | | |
|---|----------|
| Move-in organization (scheduling the appointment with landlord) | for free |
| Apartment key hand-over in the Mitwohonzentrale Franken office
(monday to friday: 09:00 am – 05:00 pm) | for free |

Move-in inspection accompanied by Mitwohonzentrale Franken:

- | | |
|--|---------|
| <input type="checkbox"/> On site WITHOUT inspection protocol + photo documentation
during office hours (Mo-Fr: 08:00 am – 05:00 pm)
pointing out waste containers, shared installations (i.e. washer) and shared rooms | 40,00 € |
| <input type="checkbox"/> On site WITH inspection protocol + photo documentation
during office hours (Mo-Fr: 08:00 am – 05:00 pm) | 60,00 € |
| <input type="checkbox"/> Outside office hours (monday to friday: 06:00 pm - 08:00 pm)
Saturday/sunday + public holidays: 10:00 am – 05:00 pm or acc. to agreement | 90,00 € |

Move-out:

- | | |
|--|----------|
| Move-out organization (scheduling the appointment with landlord) | for free |
| Apartment key handback in the Mitwohonzentrale Franken office
(monday to friday: 09:00 am – 05:00 pm) | for free |

Move-out inspection accompanied by Mitwohonzentrale Franken:

- | | |
|--|---------|
| <input type="checkbox"/> On site WITH protocol + photo documentation
during office hours (monday to friday: 09:00 am – 05:00 pm) | 60,00 € |
| <input type="checkbox"/> Outside office hours (monday to friday: 06:00 pm - 08:00 pm)
Saturday/sunday + public holidays: 10:00 am – 05:00 pm or acc. to agreement | 90,00 € |

Other services:

- | | |
|--|-----------------|
| <input type="checkbox"/> Meter reading (e.g. electricity and gas), incl. registration or de-registration with local provider | 30,00 € |
| <input type="checkbox"/> Organization of intermediate cleaning services in the case of a tenant change | 25,00 € |
| <input type="checkbox"/> Appointment coordination with handyman, property management, facility manager | 25,00 € |
| <input type="checkbox"/> Substitution in case of appointments on site (internet installations, meter readings, a.o.) | 50,00 € /hour |
| <input type="checkbox"/> Written correspondence | 25,00 € /letter |

Other services available on request!

I herewith agree to pay for the marked services above. Please send your respective invoice to the following address:

Surname, first name, company

Street name, Building no

Zip code, City

Place, Date

Signature
