

# The outgoing property survey

## How to avoid unnecessary costs

An independent expert (property surveyor) will check if the property is in the same condition as at the start of the lease. If there is no rental damage, if the property has been cleaned well and the garden maintained and if all required audit reports are available, there are no extra costs. If the property is not completely as it should be, the independent expert will determine which costs you will have to pay. The amount due will be transferred to the property owner, who can use it to have any damage repaired, or to have cleaning or garden maintenance works carried out.

A number of installations need to be checked or audited at regular intervals by a technician. You find the list of installations on the following page. If you are unable to provide recent audit reports (maximum 6 months old) for the installations that must be checked regularly, we will charge the maintenance cost as well as a coordination fee of €60,50-incl VAT per audit report. It is our aim avoid any additional costs during the outgoing property survey, so please make sure all the audit reports are available!

### The property has been cleaned

- ✓ All cupboards are empty and clean, ready to be used by the next tenant.
- ✓ Floors, doors, windows, window sills and dirty walls have been cleaned.
- ✓ Radiators (also inside), ventilation grids, windows and door frames and other surfaces have been dusted thoroughly and cleaned.
- ✓ The toilet, wash basins, bath and shower, faucets, shower panels and tiles have been descaled and cleaned.
- ✓ All kitchen appliances have been cleaned. Oven, microwave,fridge, cooker and extractor fan are neat and clean.
- ✓ The extractor fan filter (carbon filter) has been cleaned or replaced, .
- ✓ Broken lamps in the house but also in the hood, oven, fridge, microwave are replaced, .
- ✓ If the landlord provided carpets, curtains or blinds, they have been cleaned. The proof of cleaning is available for the expert.
- ✓ The attic, cellar and other eventual building been emptied and cleaned.

### Garden and/or terrace are clean

- ✓ Weeds and moss have been removed from the garden paths and flower beds.
- ✓ Leaves and other debris has been removed from the gutters and drains.
- ✓ Weeds and moss have been removed from terraces, path to front door, driveways to garage or carports.
- ✓ Weeds and moss have been removed from the terrace.
- ✓ Compost containers have been emptied and cleaned. Compost heaps have been removed.
- ✓ If there is a barbecue, it has been cleaned.
- ✓ The septic tank has been emptied. A proof that the tank has been emptied is available for the expert.

### All damages have been repaired

- ✓ Walls and floors look the same as in the beginning of the lease. All drill holes have been filled and the wall has been repainted. You can also decide not to remove, if there are not too many, hooks or nails, in which case the expert will charge a fixed amount per drill hole.

**Please do not have the utilities (water, gas, electricity) terminated. During the property survey, we will read the meters together and fill out the forms that will be signed by you, by the owner and by the new tenant. This way, all utilities will be transferred automatically. The final invoice will be sent to your new address. Please terminate your fixed phone line, television and internet connection.**

## Smoke detectors

- ✓ All smoke detectors and eventual carbon monoxide detectors are working, check if this is the case.

## All keys are available

- ✓ All keys and remote controls that were handed over to you at the start of the lease are available and working. Replace the battery if this is not the case.

## The required audit reports (maximum 6 months old) are available

- ✓ The central heating installation has been audited by a certified technician (more information below) and the maintenance certificate is maximum 6 months old.
- ✓ The chimney has been cleaned professionally, the open fire has been cleaned and the maintenance certificate is maximum 6 months old.
- ✓ The air conditioning installation has been maintained, filters are replaced and the maintenance certificate is maximum 6 months old.
- ✓ The alarm installation has been audited, the code is available and the maintenance certificate is maximum 6 months old.
- ✓ The water softener has been audited, the salt is added and the maintenance certificate is maximum 6 months old.
- ✓ The ventilation system and filters have been maintained and the maintenance certificate is maximum 6 months old (as of leave).

## ***Important information about the central heating system maintenance audit***

*The central heating installation must be audited by a certified technician. Not all heating specialists have the required certification.*

*Please verify with your technician whether he or she is certified when planning your heating system audit.*

- For properties in Flanders  
In the Flemish region, certified technicians have a **TV-number** or a **GV-number**. The technician must supply a cleaning certificate ('reinigingsattest') as well as a combustion certificate ('verbrandingsattest'), mentioning his or her name, registration number and signature. For a list of certified technicians, please consult the website of the "Departement Omgeving": <https://www.lne.be/overzichtslijsten-erkende-personen>.
- For properties in the Brussels Capital Region  
In the Flemish region, certified technicians have a **G1, G2 of L certification**. The technician must supply a cleaning and combustion certificate mentioning his or her name, registration number and signature. For a list of certified technicians, please consult the website of "Leefmilieu Brussel/Bruxelles environnement": <https://leefmilieu.brussels> (search term for the Dutch version of the site "erkende professionals EPB-reglementering" or for the French version of the site: "conseillers chauffage PEB").
- For properties in Wallonia  
In Wallonia, technicians must be **certified by the Walloon region authorities**. The technician must supply a cleaning and combustion certificate mentioning his or her name, registration number and signature. You find a list of recognized technicians on the website of L'Agence Wallonne d'Air et Climat, [www.awac.be](http://www.awac.be), search term "techniciens agréés".

## ***Every party must be represented***

All tenants who have signed the lease must be present or represented during the outgoing property survey. If one or more tenants cannot be present, they must provide a signed power of attorney, along with a copy of both sides of their identity card, in order to allow the tenant who is present during the survey to act on behalf of the absent party or parties. Attached, you find a power of attorney document that you can use in case some of the tenants cannot be present during the outgoing property survey. Please provide us with the required filled out and signed documents and copies of the IDs beforehand, or bring these documents and copies along to the outgoing property survey. As property manager, Ifac Service will represent the landlord during the outgoing survey.

Please do not hesitate to contact us if you have any questions about the outgoing property survey:

[propertymanagement@ifacservice.be](mailto:propertymanagement@ifacservice.be) or 02 767 14 14