



Before you move out

Brief instructions from Heimstaden to help you remember what's important when moving out of your apartment.



Dear Client,

We are happy that you have rented an apartment from our company, it is greatly appreciated. We hope that you enjoyed your time in the apartment and were satisfied with us as your landlord.

Now that you have decided to leave, we will do everything in our power to make the move go smoothly and help you leave the apartment in an orderly manner so that you do not lose your security deposit. We have prepared a checklist of what needs to be done before you return the apartment keys to us. Please go through it carefully so that we can avoid charging you for external costs such as repairs. We wish you the best of luck in your new home and would love to welcome you back anytime! Here you will find Heimstaden's brief guidelines to help you remember what's important when moving out of your apartment.

Changing the permanent residence

Please cancel your permanent residence in your current apartment at the relevant local authority, register your new permanent residence here, and report this change to all relevant institutions.

Please note: If you do not cancel your permanent residence in your current apartment within seven days after your tenancy has ended, we will arrange the cancellation ourselves, but at your costs, which will be a minimum of CZK 500.

Terminating the contracts with energy suppliers

- If your energy supplier is ČEZ or Innogy, Heimstaden will arrange the transfer for you.
- If you take your energy from another supplier, you must request that the contract be cancelled and terminated.
- At the same time, arrange with your gas supplier for the removal of gas meter, which should be completed by the time you take over the flat.
- Present the proof of termination to the Heimstaden technician when you hand over the apartment, or indicate which supplier you have been using.

Preliminary inspection of the apartment

If the apartment you are using has been completely renovated in the past few years, we may contact you up to three months before the end of your tenancy. We will arrange an inspection with you prior to the handover. A member of our staff will check the apartment's condition, and the condition of the basement or attic if they are included in the tenancy, so please have your keys with you to ensure you have access to all areas. Our employee will tell you straight away whether and what defects need to be rectified before the apartment is handed over.

Cleaning the apartment and putting it back to its original state

The following steps must be taken before handing over the apartment in accordance with the concluded Lease Agreement and Government Regulation No. 308/2015 Coll., on the definition of the terms routine maintenance and minor repairs related to the use of the apartment (www.zakonyprolidi.cz/cs/2015-308).

- It is your responsibility to clean the apartment, including the floors, kitchen, stove and other appliances, pantry, built-in wardrobes, balcony, etc.
- Ensure that all the furnishings and equipment in the apartment are fully functional and undamaged, including the furnishings (toilet bowl with fixed seat, sink, bathtub, faucet, stove, boiler, heater, etc.).
- Remove any structural alterations made without the landlord's consent or consult with our staff before handing over the apartment.
- Remove staples, hooks, nails, and screws (including removing dowels), and fill any holes left in the walls and paint the entire wall or room white.
- Paint the room white if the walls are a different colour or the paint is dirty or otherwise damaged, remove the wallpaper or other decorative coverings. We recommend using a professional company to do the painting.
- Refit the original internal doors and ensure that they are functional and the fittings are complete; if they have been planted and stored, check the glass panes of the windows and doors.
- Clean out the basement and mark it with the apartment number to which it belongs. Ensure that it is accessible at the time of reoccupation. Until then, we recommend that you keep the basement space or box locked.
- Check the flooring and floorboards for completeness, including the thresholds and transition strips at the doors, and, if necessary, buy what is missing, according to the list at the end of this leaflet.

Handing over the apartment

We will contact you a month to ten days before the end of your lease to arrange a date for the handover. You can also contact us by phone at 592 750 182 (Ostrava area) or 592 750 181 (Karviná and Havířov area).

On the agreed date, our technician will go through the apartment ready for handover and together you will inspect:

If the doorbell and mailbox are functional	The condition of the electricity meter in the common areas	If the basement has been vacated	If the apartment is cleaned and restored to the same condition as at the start of the Lease Agreement	The condition of the water and gas meters (if not already dismantled at that time)
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Finally, you will draw up the Handover Protocol in which all these facts will be recorded.

Terminating the PODA services and returning the set-top box

- Please submit a request for termination of service to PODA.
- Return the rental set-top box to the appropriate PODA client centre.

Changing the standing order and SIPO

Make sure you stop paying rent and utilities at your bank or SIPO provider (Česká pošta) on the last day of the month in which the tenancy is due to end.

Handing over the keys

Hand over to our staff all the keys listed in the Handover Protocol, but at least: 2× main entrance, 2× apartment, 1× basement including the access door to the basement, 1× mailbox, if applicable also the keys for access to the gas and electricity meters.

- ▶ [Watch a video recapping all the steps of ending a lease and handing over an apartment](https://heimstaden.cz/cz/prevzeti-bytu) <https://heimstaden.cz/cz/prevzeti-bytu>

If you fail to restore the apartment to its proper condition before handing it over, our takeover employee will identify the necessary repairs at the time of handing over the apartment and price them according to the attached price list. The security deposit that you have paid at the time of signing the agreement will be used to cover these costs, or it will be charged to you. the contract, or will be billed to you subsequently.

Important information:

- Payment of the security deposit (or the remaining balance if there is any damage) will be made within 30 days after the tenancy is terminated (according to the terms of the agreement).
- Utility bills (heating, water, etc.) are always due at the end of April of the following year, regardless of when you move out during the year. Billing can be found in the Můj domov (My Home) app.
- If you pay your rent by payroll deduction, we will complete these deductions with your employer ourselves. If deductions are still being made after your tenancy has ended, please contact us and the money will be refunded to you.

Repairs Price List (valid from 1 June 2022)

Repeated takeover of the apartment		
Repeated takeover of the apartment	pc	CZK 633
Cleaning		
Cleaning the apartment	m ²	CZK 66
Cleaning the cooker	hr	CZK 421
Cleaning kitchen counters	compl	CZK 300
Cleaning the cooker hood	compl	CZK 217
Cleaning the balcony	compl	CZK 181
Cleaning the ventilation grille	compl	CZK 89
Cellar clearance including removal and disposal at the landfill	m ³	CZK 4,600
Floors		
Floor – tiles		
Disassembly of tile floor + rubble	m ²	CZK 515
New paving	m ²	CZK 1,009
Cleaning/renovation of joints	m ²	CZK 158
Parquetry		
Installation of parquet strips + delivery + plastering	m	CZK 145
PVC floor		
Delivery + installation of PVC	m ²	CZK 492
Separate PVC lining	m	CZK 100
Dismantling PVC/carpet + debris	m ²	CZK 51
Floor – laminate		
Disassembly of laminate floor including underlay	m ²	CZK 70
Laying new laminate floor	m ²	CZK 513
Laminate floor lining including corners	m	CZK 125
Refilling of laminate floor lining end caps	pc	CZK 63
Transition rails (instead of threshold)	m	CZK 186
Tiles		
Dismantling of tiles + rubble	m ²	CZK 485
New tiling	m ²	CZK 990
Cleaning/renovation of joints	m ²	CZK 158
Painting, coating and masonry work		
Repainting – 2x painting without other modifications	m ²	CZK 36
Scratching off paintings	m ²	CZK 23
Scratching off textured plasters	m ²	CZK 147
Penetration	m ²	CZK 18
Removal of wallpaper / spray paint	m ²	CZK 64
Dismantling of wooden or PVC cladding	m ²	CZK 225
Removal of PPS tiles + cleaning	m ²	CZK 130
Dismantling plasterboard walls	m ²	CZK 185
Plaster removal including rubble disposal	m ²	CZK 252
Stucco plaster	m ²	CZK 440
Stucco plaster	m ²	CZK 97
Patching holes after dismantling objects (walls before painting)	pc	CZK 39
Demolition of the partition	m ³	CZK 6,524
Bricking in an opening	m ²	CZK 1,634

Painting of sectional radiators	section	CZK 110
Painting of plate radiators	m ²	CZK 162
Painting of pipes	m	CZK 64
Painting of apartment core	m ²	CZK 427
Painting the door	pc	CZK 1,820
Painting of door frames	pc	CZK 510
Removal of foils and wallpapers from the door, including repair of the substrate	m ²	CZK 55
Repair of tile grouting	m ²	CZK 158
Dismantling of small objects	pc	CZK 41
Carpentry and locksmith work		
Joinery repair of doors – larger scope	pc	CZK 1,149
Joinery repair of doors – smaller scope	pc	CZK 359
Delivery of full doors (1 door) incl. handles and plates	pc	CZK 2,270
Delivery of glazed doors (1 door) incl. handles and plates	pc	CZK 3,279
Delivery of full doors (2 doors) incl. handles and plates	pc	CZK 3,977
Delivery of glass doors (2 doors) incl. handles and plates	pc	CZK 5,905
Delivery of door entrance without fittings (80cm)	pc	CZK 4,861
Replacement of door fittings and locks		
Delivery of handles and plates – Viola – interior doors	pc	CZK 281
Delivery of handles and plates – rosette – interior doors	pc	CZK 505
Delivery of fittings for entrance doors - handle, ball	pc	CZK 1,707
Delivery of entrance door – FAB lock	pc	CZK 359
Delivery of entrance door – lock insert	pc	CZK 565
Replacement of the deadbolt lock	pc	CZK 314
Replacement of door thresholds		
Delivery of the door threshold	pc	CZK 377
Fixing the threshold/transition rail	pc	CZK 73
Replacement of door frames		
Replacement of door frame – 1 pc	pc	CZK 4,847
Replacement of door frame – 2 pc	pc	CZK 6,441
Manufacture of keys		
Lost key replacement	pc	CZK 575
Cellar cubicles		
Delivery of the hasp and staple	pc	CZK 145
Padlock delivery	pc	CZK 144
Windows, glazing		
Glazing of windows + doors with clear glass	m ²	CZK 1,058
Glazing of doors with ornamental glass	m ²	CZK 1,270
Window sill plastic	m	CZK 1,357
Replacing the window handle	pc	CZK 176
Delivery of the end cap to the sill	pc	CZK 94
Vacuumed double glass	pc	CZK 2,530
Mailbox		
Mailbox 325 × 238 × 60 (white, grey, brown)	pc	CZK 759
Mailbox 300 × 110 × 385 (cassette)	pc	CZK 1,185
Replacing the lock of the mailbox	pc	CZK 290
Central heating		
Replacing the thermostatic valve	pc	CZK 733

Replacing the thermostatic head	pc	CZK 419
UT ladder	pc	CZK 2,780
Furnishing items		
Renovation of bath/shower silicones	compl	CZK 427
Renovation of sink/WC silicones	compl	CZK 141
Delivery of mounting doors	pc	CZK 355
WC		
Combi toilet bowl white, incl. corner valve, seat	pc	CZK 3,192
Toilet bowl white (ordinary), incl. seat	pc	CZK 2,354
Flusher, incl. flush (upper)	pc	CZK 1,762
Repair of the flush (e.g. missing knob on combi toilet)	compl	CZK 805
Delivery of toilet seat	pc	CZK 196
Washbasins		
Delivery of washbasin incl. siphon	pc	CZK 1,888
Baths and shower trays		
Delivery of the bathtub bricked up, incl. siphon, earthing	pc	CZK 7,354
Repair of damaged bathtub – liquid enamel	pc	CZK 322
Shower enclosure including shower screen	pc	CZK 12,857
Replacing the shower tray	pc	CZK 6,325
Replacing the shower screen	pc	CZK 6,532
Water taps and fittings		
Wall-mounted mixer tap – sink, washbasin	pc	CZK 891
Wall-mounted mixer tap – bathtub	pc	CZK 1,028
Wall-mounted mixer tap – swivel for washbasin and bath tub	pc	CZK 1,546
Stand mixer tap – washbasin	pc	CZK 743
Stand mixer tap – sink	pc	CZK 775
Shower hose and rose	pc	CZK 259
Delivery of the saver/perlator to the battery	pc	CZK 175
Replacing the corner valve	pc	CZK 330
Replacing the siphon	pc	CZK 453
Supplying a stopper (plug) for the sink/tub/sink/siphon for the washing machine	pc	CZK 85
Supply stainless steel sieve plug (sink)	pc	CZK 345
Supply of the end cap for the AP siphon	pc	CZK 196
Mounting the tap	pc	CZK 116
Heaters and stoves		
Gas cooker	pc	CZK 5,305
Combined cooker	pc	CZK 5,451
Electric 3-hob cooker	pc	CZK 5,768
Electric 4-hob cooker	pc	CZK 5,793
Electric ceramic hob	pc	CZK 6,899
Gas hose including valve – Merabell	pc	CZK 1,548
Ordinary gas valve (for hob)	pc	CZK 390
Delivery of the FIKO solid fuel stove	pc	CZK 22,899
Delivery of gas flow heater	pc	CZK 11,015
Delivery of solid fuel stove PETRY	pc	CZK 6,756
Delivery of MORA 4,2 kW gas heater	pc	CZK 8,771
Delivery of MORA 2,5 kW gas heater	pc	CZK 7,800
Supply of electric storage boiler (80-125L)	pc	CZK 11,932

Gas boiler Baxi LUNAS BLUE+ 240i	pc	CZK 34,499
Fixed electric straight heater	pc	CZK 2,933
Electro		
Delivery of PERAZ luminaire	pc	CZK 726
Delivery of fluorescent lamps kitchen closets	pc	CZK 396
Sleeve delivery	pc	CZK 84
Delivery of the bulb	pc	CZK 74
Delivery of the chandelier hook	pc	CZK 41
Replacing the socket/switch	pc	CZK 313
Kitchen, appliances		
Kitchen unit 240 cm – without appliances	pc	CZK 22,655
Kitchen unit 270 cm – without appliances	pc	CZK 24,035
Stainless steel sink – with drainer incl. siphon	pc	CZK 2,814
Stainless steel sink – single, incl. siphon	pc	CZK 2,769
Worktop up to 220 cm	pc	CZK 3,474
Worktop 410 cm	pc	CZK 5,166
Tiling board behind kitchen closets	pc	CZK 2,468
Built-in double hob – ceramic hob	pc	CZK 5,460
Electric built-in oven	pc	CZK 7,354
Microwave oven	pc	CZK 3,680
Gas hob	pc	CZK 4,875
Four-burner built-in electric hob – glass ceramics	pc	CZK 6,141
Cooker hood	pc	CZK 3,468
Replacing the hood filter	pc	CZK 229
Oven grate	pc	CZK 690
Kitchen cabinet glass (milky)	pc	CZK 633
Minor repairs to the kitchen (technician's work will be added to the items)		
Full kitchen cabinet doors	pc	CZK 286
Glass kitchen cabinet doors, hinged	pc	CZK 400
Handle	pc	CZK 52
Hinge with integrated damping	pc	CZK 90
Gas piston	pc	CZK 91
Refractory glass behind the stove	pc	CZK 244
ALU strip for kitchen closets worktop	pc	CZK 155
Countertop sealing strip silver (3 m)	pc	CZK 214
End cap/horn for sealing rail	pc	CZK 32
Plinth 10 cm (2.8 m)	pc	CZK 243
Plinth sealing (3 m)	pc	CZK 169
The work of the technician	hr	CZK 633

Applicable Damage – Description of the most common

Damage Faucets

Missing, damaged

Kitchen

Missing/damaged/incomplete

Cut, scratched, burnt sink top

Floors

Damage to laminate floor by use (creases, moisture damage to joints)

Damage to PVC by use (dents, tears)

Lack of complexity (mouldings, thresholds)

Windows

Improper use of cracked or holes caused by the tenant

Damage to window sills – holes, burns

Blinds – unrepaired blind holes

Doors

Cracked, broken, broken glass

Scratches, large abrasions

Paintings

Leaving dark colours

Leaving other surfaces

Dirty/smokey white colour

Poor quality custom painting

Home furnishing accessories

In the event of damage to the furnishings, please repair the materials, furnishings and structural elements as listed below from the suppliers listed. The use of other materials is not permitted.

Laminate floors, PVC, skirting boards

Laminate flooring 7 mm thickness; Egger BASIC EBL 039, Falun Eiche 7/31

- rail PREXA A-PLCOX F6 250 cm – for laminate floor EBL 039
- inner corner PREXA A-PNWE0 F6 – for laminate floor EBL 039
- outer corner PREXA A-PNZWO F6 – for laminate floor EBL 039
- right end cap PREXA A-PZAKO F6 – for laminate floor EBL 039
- left end cap PREXA A-PZAKO F6 – for laminate floor EBL 039
- coupling PREXA A-PLAC1 F6 – for laminate floor EBL 039

Laminate flooring thickness 8 mm; Egger Classic EPL 035, Bardolino Eiche 8/31

- rail PREXA A-PLCOX K7 250 cm – for laminate floor EPL 035
- Inner corner PREXA A-PNWE0 K7 – for laminate floor EPL 035
- outer corner PREXA A-PNZWO K7 – for laminate floor EPL 035
- right end cap PREXA A-PZAKO K7 – for laminate floor EPL 035
- left end cap PREXA A-PZAKO K7 – for laminate floor EPL 035
- coupling PREXA A-PLAC1 K7 – for laminate floor EPL 035

Laminate flooring thickness 8 mm; Egger Classic EPL 036, Bardolino Eiche grau 8/31

- rail PREXA A-PLCOX W4 250cm – for laminate floor EPL 036
- Inner corner PREXA A-PNWE0 W4 – for laminate floor EPL 036
- outer corner PREXA A-PNZWO W4 – for laminate floor EPL 036
- right end cap PREXA A-PZAKO W4 – for laminate floor EPL 036
- left end cap PREXA A-PZAKO W4 – for laminate floor EPL 036
- coupling PREXA A-PLAC1 W4 – for laminate floor EPL 036

Transition bar D-P0300-1P 100 cm

Transition bar D-P0300-1P 200 cm

PVC Novoflor Standard 4700-6

PVC strip Fatra No. 852

Contact:

V-Podlahy s. r. o.

Podkovářská 12, 702 00 Ostrava-Přívoz

Mr. Dominik Surovčák

surovcak@vpodlahy.cz

GSM 602 521 854

www.vpodlahy.cz

Interior and entrance doors, fittings, thresholds, curtains

- CLASSEN Natura solid doors – width 60-90 cm – white, oak, beech
- door 2/3 glass CLASSEN Natura – width 60-90 cm – white, oak, beech
- LASSEN Natura solid double doors – width 125 and 145 cm – white, oak, beech
- 2/3 glass bi-fold doors CLASSEN Natura – width 125 and 145 cm – white, oak, beech
- entrance door, fire-resistant ADOR – width 80 and 90 cm – white, oak, beech

classic internal door fittings – VIOLA – spacing 72 and 90 mm

- interior door hardware – ROSTEX Cortina
- ROSTEX CORTINA interior door fittings – WC/bathroom
- entrance door fittings, security, ROSTEX 802/0 Baryt Cr-stainless matt – pitch 72 and 90 mm
- door sills unpainted, length 60-150 cm, width 7, 10, 15 cm

Contact:

Libor Václavík – LIBROS
Palackého 1114, 702 00 Ostrava-Přívov
Mr. Radek Olbrich – doors and thresholds
radek.olbrich@libros.cz
GSM 602 522 638
Mr. Aleš Hurník – fittings
ales.hurnik@libros.cz
GSM 607 237 028
www.libros.cz

Sills, window accessories, mailboxes

Contact:

Libor Václavík – LIBROS
Palackého 1114, 702 00 Ostrava-Přívov
Mr. Aleš Hurník
ales.hurnik@libros.cz
GSM 607 237 028
www.libros.cz

Sills, window accessories, building materials

Contact:

PRO-DOMA
Fryštátská 1454/24, 735 64 Havířov – Prostřední Suchá
Ms. Renata Šobrová
renata.sobrova@for-home.cz
GSM 608 811 743
www.pro-doma.cz

Rudé armády 1866/13, 733 01 Karviná-Hranice
Ms. Jana Haasová
jana.haasova@pro-doma.cz GSM 777 047 585

Slovenská 1134, 702 00 Ostrava-Přívov

Mr. Ondřej Zug
ondrej.zug@pro-doma.cz
GSM 725 809 638

Kitchen parts, worktops, protective glass and accessories

Contact:

JAMALL-CZ a.s.
Cihelní 1586/18, Ostrava
Mr. Jan Folwarczny
ostrava@jamall.cz
GSM 702 091 310

Contact:

Suchánek – kitchen & joinery
Stonava 1124, 735 34 Stonava
Mr. Bohdan Suchánek
objednavky@kuchynesuchanek.cz
GSM 602 586 491

Sanitary – taps, toilets, baths, shower cubicles and accessories; tiles and wall tiles

- basin mixer, wall-mounted, spacing 100 mm, arm 210 mm, ECO NEW 506.0
- basin mixer, wall-mounted, spacing 150mm, arm 210 mm, ECO NEW 506.5
- basin mixer, standing, without spout, ECO NEW 526.0
- bath mixer, wall-mounted, spacing 100 mm, without accessories, ECO NEW 554.0
- bath mixer, wall-mounted, spacing 150 mm, without accessories, ECO NEW 554.5
- shower mixer, wall-mounted, spacing 100 mm, without accessories, ECO NEW 580.0
- shower mixer, wall-mounted, spacing 150 mm, without accessories, ECO NEW 580.5
- basin mixer, upright, ECO NEW 505.0
- combination mixer, wall-mounted, lever, spacing 100, arm 320mm, ECO NEW 527.0
- combination mixer, wall-mounted, lever, spacing 150, arm 320mm, ECO NEW 527.5
- shower Set ECO
- washbasin siphon – plastic Concept PT10041 with stainless steel grid d=63 DN40, outlet for washing machine
- washbasin siphon, brass Jamaica JAS 102 – tubular 5/4", 32 mm chrome
- bath siphon – plastic Concept PT100501 with odour, closure, chain and rubber stopper chrome
- siphon for sink and basin SAM plastic T 705 oc valve DN 40/50 white, chrome PT100441
- siphon sink and spout – plastic Concept PT100441P with stainless steel grid d=70 DN50/40 dishwasher tap
- corner stop valve – threaded Valve A 900 filter SAM (1471) 1/2" × 3/8"
- seat white – SAM T-3550N – replacement standard seat – size 410 × 475 mm; pitch 140–160 mm
- seat for combination toilet
- wall tiles for bathrooms – RAKO Textile WADMB101 – ivory – 19,8 × 39,8 cm
- bathroom tiles – RAKO Textile WADMB103 – brown – 19,8 × 39,8 cm
- tiles – Classic UNI-white – 15 × 15 cm
- tiles – RAKO Concept DAA3B600 33,3x33,3 cm beige

Contact:

PTÁČEK – velkoobchod, a.s.
Nad Porubkou 2278/31 a, 708 00 Ostrava-Poruba
Mr. Michal Janošec
michal.janosec@ptacek.cz
GSM 724 962 824

