



Date

Singapore

Dear

Re: Handover _____

It seems like yesterday that we settled you into your home in Singapore. Now you are moving. We are sad to see you go and we want to make it as hassle-free as possible for you. We hope you will find the following check list useful in your preparation to hand back the premises to the landlord:

- ☐ Close account with Power Supply – telephone 1800-235 6841, <http://www.spservices.sg>
- ☐ Telephone 1609 to close account with SingTel
- ☐ Telephone 1633 to close account with SCV
- ☐ Wash/dry clean all curtains/blinds and keep receipt(s) as proof to landlord
- ☐ Clean all rugs/carpets (if any) and keep receipt(s) as proof to landlord
- ☐ Clean upholstered furniture and keep receipt (if applicable) as proof to landlord
- ☐ Replace all bulbs/lights and check that all electrical appliances are in good working order
- ☐ Check that all remote controls are in working condition
- ☐ Clean all appliances, cupboards and wardrobes taking care to remove stains and any lingering odours
- ☐ Check flooring especially parquets for scratches and marks and take steps to remove/repair them
- ☐ Clean floors, walls, windows, bathrooms and toilets thoroughly
- ☐ Remove all nails/hooks and patch up holes in walls
- ☐ Assemble all keys and instruction manuals in an envelope
- ☐ Arrange with local post office for mail forwarding service if necessary (please note that the landlord or next tenant will not be responsible for your mail after your departure)
- ☐ Receipt/invoices/contract for air-con service must be available as proof to landlord
- ☐ Remove all personal effects from the premises (please note that the landlord will dispose of anything you leave behind at your cost)
- ☐ Stop/redirect subscriptions for newspapers and magazines
- ☐ Settle tax matters with Inland Revenue Authority of Singapore.

Please do not hesitate to call me at 9638 2500 / 6467 2500 if you require further assistance and I look forward to seeing you on xxxxxxxx at xxxxxxxx to complete the check-out.

Thank you and best regards,

Martin Heck