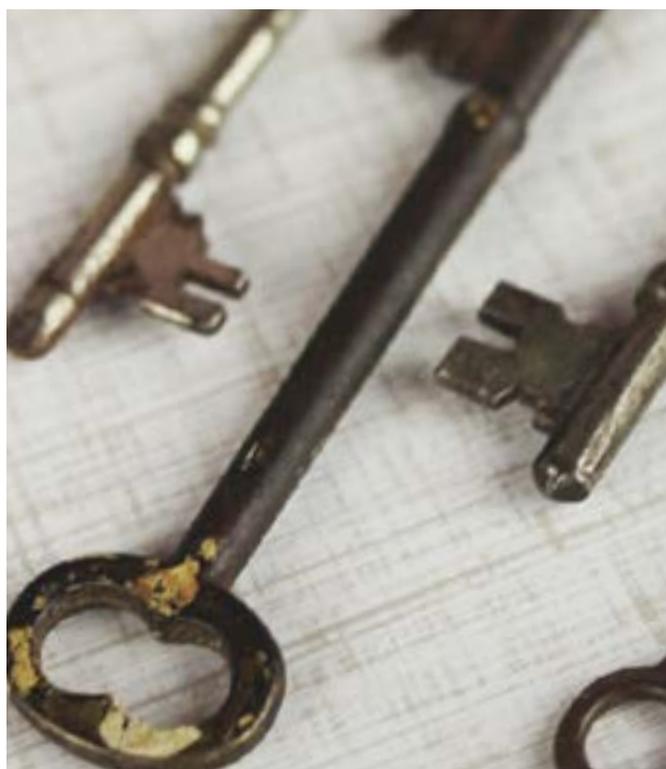


Inventory day : no panic !

When handing over the keys to an apartment, it is customary to carry out an inventory in order to carry out a systematic check of the rooms and appliances in the apartment.

No panic, this formality allows you to notice and note any defects - work - damage when changing tenants so that each part is covered when entering or leaving a home. This is done by the building manager, in the presence of the incoming tenant and often the outgoing tenant. There is no need to fear this step as part of the move because it is in everyone's interest that everything be measured as accurately as possible.

Some tenants fear that the inventory will be carried out against them. We observe that some managers go into more detail than others. But an inventory is neither a police report nor a passing examination and in most cases a good balance is found for a representative and fair drafting, in



the interests of both the tenant and the owner.

A document based on a detailed form is then drawn up (sometimes electronically) in order to list all the rooms in the accommodation. Details of the condition and «faults» will be noted there as precisely as possible, as well as any remaining work to be done. It is therefore necessary to keep this document in a safe place, a copy of which will be given to you upon completion of the inventory, countersigned by all parties.

Legal bases

Art. 1 of the rental rules and practices of the Canton of Vaud (RULV)

At the tenant's entrance, a list of the premises, also including the inventory and condition of the accessories, is drawn up in duplicate, in the presence of the two parties who sign it on the spot; a copy is immediately given to each of them.

The inventory is established if possible in empty premises. It is an integral part of the lease.

As a general rule, the inventory is carried out in the presence of the old and the new tenant.

If the tenant does not show up for the inventory, the lessor establishes it alone and communicates it to him. The tenant must, upon receipt of the document and as soon as possible, notify the lessor of any defects not noted; otherwise, the inventory is accepted.

At the request of the tenant, the lessor gives him a copy of the inventory of fixtures of the previous tenant.

The lessor must inform the lessee of the defects of which he is aware.

Before the inventory day

As an incoming tenant, you have the obligation to pay the following items so that the management can give you the keys of

of the apartment :

- Make the payment of the first rent no later than 2 days before the entry date shown on your lease.

- Pay any costs of the control room, also including the costs of letterbox / doorbell / landing door / intercom plates.

- Establish a rental guarantee for the amount indicated on your lease, either in an account provided for this purpose with the bank of your choice, or by a surety company (for example Swisscaution).

- Modify your civil liability / household insurance policy according to the new address of the accommodation

As an outgoing tenant, consider:

- Fill the holes left by your suspensions, table, etc ... (mastic-moltofil + touch-up of paint the right shade).

- Change the filters of the ventilation hood (be careful to also clean the ventilation of the bathroom).

- Leave one or more bulbs for one light in all rooms, especially in winter.

- Change the defective bulbs in the oven, fridge, ventilation hood, medicine cabinet (in principle those supplied with the devices).

- Repaint in white the walls that you would have modified with your personal colors, if the incoming tenant does not wish to take them back.

- If you leave large furniture or bulky items with the next tenant, free up the floors and walls as much as possible: the management must be able to note the condition of all the walls and floors.

- Check the number of keys received at your entrance; the same number will be returned to management. Failing this, the latter may either give you a period of time to redo the missing keys, or if the keys are protected, order the change of the cylinders at your expense! Depending on the type of cylinder, this can represent several hundred francs.



Costs

The day of the inspection is set by the authority, often during the day during office hours. The premises must then be empty.

The professional manager inspects the premises and notes the condition of everything. The inventory form is drawn up in paper form, but some agencies now have an electronic document made on a tablet, and sent directly to the parties thereafter.

The form itself often mentions current annotations justifying the condition of parts and equipment. These annotations are usually summarized according to the points mentioned below, with additional information if necessary:

- UN (or «-» on electronic format): normal wear
The object is not new and may have marks, scratches or the like that are difficult to quantify. Its use must nevertheless be possible without requiring its replacement. If it is faded or heavily used, details can be provided.

- OE (or «+» in electronic format): in order
The object is in normal working order and has no fault
The management may also provide for any repair work deemed necessary during the inventory. These will also be listed on the form and will be ordered by the agency from a master of state.

The apartment must be cleaned by the departing tenant so that the person who comes to live there can leave their belongings there and move in immediately. However, the appreciation of these cleanings is often subjective depending on individual sensitivities.

Therefore, a supplement may be requested from the outgoing tenant with a lead time (or ordered by the management and billed to the outgoing tenant as long as this is required by the management). If nothing is mentioned on this subject when signing the inventory, the cleanings are assumed to be to the satisfaction of the incoming tenant and no further supplement may be required thereafter.

Defects noted afterwards

Some items cannot be checked during the inventory, such as outlets, light fixtures if bulbs were not left, etc. If, despite a careful inspection, faults are found afterwards, a precise list should be drawn up, with supporting photos, and the management should be immediately notified. The deadline for complaints to please is generally short, around 1 week.

Réf : <http://www.cagi.ch/fr/logement/etat-des-lieux.php>