CHECKLIST | RENTING IN BUDAPEST

Move-in and Deposit Checklist

A well-documented move-in is the best way to get your deposit back in full. This checklist walks you through the few steps that make that happen: what to agree before you sign, what to record on day one, and how to make move-out a simple formality. Hungarian terms are in bold so you recognise them in your lease.

Before you sign the lease

- [ ] **Confirm who owns the flat.** Ownership is shown on the title deed (**tulajdoni lap**) from the electronic land registry (E-ING), reached via magyarorszag.hu with Ügyfélkapu+. An authenticated copy of a property you do not own costs about 4,800 HUF (around 13 EUR).
- [ ] **Read the whole lease calmly,** and ask about anything you do not understand. A fair landlord expects questions.
- [ ] **Plan a two-witness signing.** A written lease is valid without witnesses, but two witnesses (or a lawyer's countersignature or a notary) give it full evidential force (**teljes bizonyító erejű magánokirat**).
- [ ] **Agree the deposit (kaució) in writing:** usually 2 to 3 months' rent (3 with pets), what it can cover, and when it comes back.
- [ ] **Check the monthly extras:** who pays the **közös költség** (common charge) and which utilities are on top of rent, in whose name.
- [ ] **Note the term and notice:** fixed (**határozott**) or open-ended (**határozatlan**), and how each side can end it.
- [ ] **Ask for address registration consent** if you need a lakcímkártya. The owner's consent is required, so agree it now.

Paying the deposit

- [ ] Pay the deposit and rent by bank transfer, so there is always a record.
- [ ] Pay once you have viewed the flat and seen the owner on the tulajdoni lap (or written authorisation from the owner).
- [ ] Keep the transfer confirmation with your copy of the lease.

On move-in day (birtokbaadás)

- [ ] Take dated photos and a short video of every room, including existing marks and wear.
- [ ] Write an inventory (**leltár**) of furniture and appliances and their condition. Both sides sign it.
- [ ] Read and photograph the electricity, gas and water meters. Use our handover protocol and meter kit.

- [ ] Count the keys, and ask how many sets exist and who else holds one.
- [ ] Keep the signed lease, inventory, photos and deposit receipt together in one folder.

While you live there

- [ ] Report repairs in writing (email or message is fine) and keep the replies. Our landlord letter pack has a ready template.
- [ ] Keep every message with the landlord, and every rent transfer record.

Getting the deposit back at the end

- [ ] Give notice in writing and keep proof you sent it. For an open-ended lease, notice given by the 15th of a month ends the lease at the close of the following month.
- [ ] Book the handover appointment, and repeat the photos and meter readings on move-out day.
- [ ] Return the flat clean, and hand back every key against a written confirmation.
- [ ] Agree the return date and the bank account for the deposit in writing.

> **IF PART OF IT IS HELD BACK**
> There is a calm, well-trodden route that usually resolves it: a friendly written request, then a formal letter with a deadline. Your photos, inventory and messages make the conversation short. See the Deposit Recovery Kit and the Deposit Return Request Letter.

My key lease details

Fill this in on signing day and keep it with your documents.

Deposit amount (HUF)	**Paid on (date)**	**Paid to (account holder)**
Monthly rent (HUF)	**Due day of month**	**Közös költség paid by**
Lease type (fixed / open-ended)	**End date, if fixed**	**Notice period**
Deposit returned within (days)	**Number of keys received**	**Witnesses (names)**

Landlord name, phone and email

Figures and steps are taken from the guide at www.hona.hu/renting, where each one is sourced and dated. This is general information, not legal advice. Rules and fees can change, so confirm anything that matters with the relevant office or your own lawyer.