

Move-in Record & Inventory List

(Please return to the housing office within one week from moving in.)

tenant:

hall of residence:

room/apartment no:

date of moving in:

there are no defects

there are the following defects:

.....

room cleaned yes no
 room refurbished

inventory complete (acc. to attached list) yes no

fixtures & fittings: o.k. defect
 fridge / cooker
 mirror / lamps
 sink / toilet
 kitchen locker
 windows
 doors: labels issued?

other damages? (e.g. to furniture):

The housing-office will take care of any necessary additional repairs as specified above.

Giessen:
 (date)

.....
 (signature of tenant)

In order to avoid deductions from your security deposit upon moving out, we urgently ask you to return this questionnaire to the housing office.

Please do your own labeling of doorbell and mailbox with the stickers provided with your housing contract.

Inventory list: see following page!