CARETAKERS REPORT/LIST OF DEFECTS

Caretaker

Address

room/flat

Student hall:

Inspection date: Time:

Room no.:

Takeover date:

If you are not present at the inspection please indicate whether the caretaker may enter the flat/room in your absence

May the caretaker enter your flat/room ☐ yes ☐ no

According to the law the list of defects must be returned to the caretaker/Kollegiekontoret no later than 14 days after the takeover date.

Room	Things and parts	Damage, lacks and defects (to be filled in by the tenant/caretaker)																To be repaired or noted by the caretaker (to be filled in by the caretaker)				
		Stained	Burned	Scratched	Damaged	Hooks	Nails	To be painted	lacquer	Dry cleaning	Holes	Cell tape damage	To be replaced	To be washed	Things lacking	Cleaning		Repair a.s.a.p.	Repair later	Date for repair	Today the lease was checked by the signing parties and found in good and justifiable state. The state and standard of the lease corresponds to the determined usual standard and to the rules of the maintenance regulations. The tenant has received the maintenance regulations when moving in.	To be noted but not repaired. The tenant will not be liable.
Room 1:	Ceiling lamp																					
	Walls																					
	Doors																					
	Hatches																					
	Windows																					
	Curtains																					
	Floor																					
	Maintenance																					
Room 2:	Ceiling lamp																					
	Walls																					
	Doors																					
	Hatches																					
	Windows																					
	Curtains																					
	Floor																					
	Maintenance																					
Hall:	Walls																					
	Wardrobe doors																					
	Doors																					
	Floor																					
	Maintenance																					
Bathroom:	Walls																					
	Wash basin																					
	Toilet																					
	Floor																					
	Doors																					
	Shower curtain																					
	Maintenance																					
Kitchen:	Walls																					
	Refrigerator																					
	Stove/cooker																					
	Cupboard/doors																					
	Floor																					
	Maintenance																					

The caretaker has the following remarks:

The tenant wishes to make the following remarks:

The tenant/sub tenant signs against receiving a copy of this report.

Date: Tenant(s): Caretaker:

Tenant: white copy Caretaker: yellow copy Tenant: red copy (handed over with the keys)