

# RAVNSBJERG KOLLEGIET

## For new tenants

You have now received the keys for your room, a copy of the list of defects, and a resident information folder containing practical information about your new hall of residence.

I welcome you and hope you will have a pleasant stay here.

BEFORE you move in we urge you to check your room for defects not mentioned on the list of defects.

If you find any defects missing on the list of defects, please notify the caretaker in writing no later than 14 days after you receive the keys. If you do not notify the caretaker, using the bottom half of this paper, **you** will be held responsible, when you move out.

Please notify the caretaker too, if defects are not taken care of within a fortnight.

During the first 2 weeks the caretaker will access your room and make repairs according to the list of defects without further notice.

If you, during your stay, ask the caretaker to make repairs in your room, the caretaker will access your room without further notice. He will always leave a note stating the kind of work he has done.

If you do **not** allow the caretaker to access your room without you being present, please make an appointment when you contact him regarding flaws or defects.

Best regards  
Peter Sejr Rasmussen  
Caretaker





NAME \_\_\_\_\_

HALL OF RESIDENCE \_\_\_\_\_ ROOM NO \_\_\_\_\_

I have the following observations concerning my room:

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Date \_\_\_\_\_ Signature \_\_\_\_\_