

# Moving in check list

International Office AU - Herning

To be filled in by the tenant and **handed in** to the International Office, Herning **within 3 days** after the date of picking up the keys at the International Office, Herning. *If the cleaning of your accommodation is so unsatisfactory that you want the IC to order a cleaning company, please contact [housing@au.dk](mailto:housing@au.dk) immediately*

Tenant, name: \_\_\_\_\_

AU ID: \_\_\_\_\_

Address: \_\_\_\_\_

Date of picking up the key: \_\_\_\_\_

Item	Description	OK	Insufficient	Notes
	<b>Room, cleaning</b>			
1	Floor			
2	Behind and under the bed			
3	Skirting boards			
4	The radiator, if any			
5	Windows			
6	Door and door frame			
7	Wardrobe, if any			
8	Surfaces			
	<b>Other, cleaning</b>			

Please, describe any damages to floors, walls, etc. to prevent any disagreements when terminating the lease.

	Room, maintenance	Notes
	Floors	
	Walls	
	Windows	
	Other	

Furniture provided by the International Centre

	Room, furniture	OK	Missing	Notes
	Desk			
	Desk lamp			
	Office chair			
	Protection under the office chair			
	Wardrobe or similar			
	Bed			
	Matress pad (cover mattress)			
	Ceiling lamp			
	Curtains/blinds			

General comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tenant, signature \_\_\_\_\_

International Office - Herning, employee \_\_\_\_\_

Received by the International Office - Herning, date \_\_\_\_\_