

Checklist for moving out of the student residence






- ↳ The move-out must be made by 10 a.m. at the latest on the last working day before the end of the contract (Monday-Friday, except public holidays). You must return all keys to the Studentenwerk Potsdam!
- ↳ An acceptance date in advance is not possible due to the current situation.

Step 1

Contact the janitor (via e-mail or cell phone) at least two weeks before you plan to move out and make an appointment for the inspection of your room/apartment!

Step 2

What do I have to do for a return of my room/apartment in accordance with the contract?

| Kitchen | Bathroom | Room |
|--|---|---|
| <input checked="" type="checkbox"/> completely and thoroughly clean all kitchen furniture, sink, stove, microwave, oven, extractor hood, refrigerator and windows (if present)  | <input checked="" type="checkbox"/> Wash basin, shower, shower partition wall or curtain, mirror, toilet and cistern as well as the wall tiles thoroughly clean (wipe with a damp cloth)  | <input checked="" type="checkbox"/> clean the windows including glass and window sills, doors and furniture (inside and outside) thoroughly  |
| In all rooms | | |
| <input checked="" type="checkbox"/> remove all personal belongings as well as furniture and objects (including curtains, blinds, crockery and pots and pans) <input checked="" type="checkbox"/> completely dispose of the waste  | <input checked="" type="checkbox"/> close all holes in the walls <input checked="" type="checkbox"/> remove all nails and dowels, posters, stickers, mirrors from walls and furniture <input checked="" type="checkbox"/> sweep / vacuum and wipe the floor thoroughly  | |

Attention! Even if you have roommates*, kitchen and bathroom must be clean when you move out!

The Studentenwerk Potsdam will charge you the costs incurred in the event of late return, damage and/or subsequent cleaning of the rental property!

Deposit

The deposit will be refunded at the earliest 6 weeks after the end of the contract if the goods are returned in accordance with the contract. If you have any questions regarding the deposit, please contact your administrator directly.