Damage report

Building complex/ house: __________________________

Room number: ________________________________

Surname/ First name: __________________________

Telephone: ________________________________

Email: ________________________________

The following damages were detected:

1. __________________________________________________________
   __________________________________________________________

2. __________________________________________________________
   __________________________________________________________

3. __________________________________________________________
   __________________________________________________________

Please ALWAYS use the emergency numbers listed on the notice board in cases of emergencies!

Please give this report to the caretaker or leave it in the office’s letter box.

I agree that the craftsman and/or caretaker of the Studentenwerk Potsdam may enter the apartment/room even in my absence.

____________________________________________
Date / Signature of the tenant

To be filled in by the Studentenwerk only: Comments

at the expense of the tenant: no □ yes □ ______________________________

further comments: ________________________________________________

commissioned: ________________________________________________

completed/ not completed: ________________________________________