

# 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: \_\_\_\_\_