

Guidelines for the preparation of the list of defects

Valid for Vilh. Kiers Kollegium

You have now received the keys to your residence and a brief introduction to the various practical conditions related to moving in.

Before you begin the actual moving in, we ask that you look through the residence to see if there are any damages or deficiencies. In order to avoid being held responsible for damages or defects that may have existed before you moved in, it is important that you inspect your new residence prior to moving in.

If you have any comments, please note it on the digital list of defects at the latest 14 days after the beginning of your tenancy according to the lease.

The below may be helpful in order to know what you have to be aware of.

General

Outer door/Inner door

The outer door and inner door should be in full functioning condition (close completely, the cylinders work, etc.) Minor scratches and the like are acceptable.

Doors within the apartment

The doors within the apartment should be in full functioning condition (close completely, keys for the locks, etc.) Minor scratches and the like are acceptable.

Holes in the walls or ceilings

Must be repaired/sealed off.

Ventilation jets and fresh air vents

Must be cleaned, intact and fully functioning.

Installations

Sockets and other electrical installations must be intact and unpainted.

Woodwork

Woodwork (wall bases/doorways) must be cleaned and unpainted.

Inventory

The only inventory that must remain is the inventory standard to the residence type. Locks, shelves, cabinets and hooks that aren't part of the standard inventory for the residence type must be removed at the tenant's expense. This includes damages repairs/holes in the walls.

There must not be any damages to the standard inventory (cabinet doors, etc).

Closets

Closets must be cleaned on the inside and outside. This includes the top of the closet as well as any drawers.

Furniture

Some rooms may be furnished with furniture that the previous tenant has borrowed from the residence hall.

Make sure the furniture present in the apartment/room is the same listed on the furniture list.

If the apartment/room has a bed, there must also be a new top mattress in a sealed bag (if the seal has been broken, the mattress can't be returned).

Important: any damages to the bed or mattress (such as stains) must be registered on the deficiency list, so you aren't held responsible when you move out.

If you don't wish to keep the furniture that your apartment/room may have, return it/them to the furniture storage (see the opening hours on the website of the hall of residence).

Windows

Handles/window locks for windows/hatches must be intact.

The windows must be cleaned on the outside and inside.

Curtains

Curtains must be clean/newly washed, intact and fully functioning.

Radiators

Radiators and vents must be cleaned of dirt and dust – also between the wall and radiator.

Lumber rooms

The lumber room must be cleared of items.

The mailbox

The mailbox must be clean and any stickers removed carefully so the mailbox is not scratched.

Bathroom

Walls

The walls (tiles/painted areas) must be clean and without lime scale and dirt.

There must not be any holes in the walls.

Floors

The floors (tiles/terrazzo) must be clean and without lime scale and dirt.

Ceiling

The ceiling must be clean.

There must not be any holes in the ceiling.

Sanitary appliances

Sanitary appliances (sink and toilet) must be clean and without lime scale and dirt. Clean underneath the sink and the drain trap under the sink.

The toilet seat must be fastened and must not be damaged.

There must not be any damages to the sink.

Fixtures

The fixtures (the shower fixture and sink) must be clean and without lime scale – including under the sink.

The aerator/filter and the shower head must be clean and without lime scale so the water runs smoothly.

Mirror

The mirror must be clean and without lime scale and dirt.

Floor grate and drain

The floor grate must be clean and without lime scale and dirt. If the grate is removable, it must also be cleaned.

Inventory

Only the inventory that belongs to the type of residence must remain.

This means that shelves, cabinets, hooks and shower curtains (incl. the shower curtain rod) that do not belong to the inventory of the type of housing must be removed. Any costs related to removing these items and repairing any damages/holes in the wall will be billed to the tenant.

All standard inventory must be cleaned, intact and fully functioning.

Shower curtain

The shower curtain must be clean and newly washed.

Kitchen

Kitchen inventory

The personal refrigerator must be cleaned on the outside and inside.

Room

Walls

The walls must be clean and without dirt.

There must not be any holes in the walls.

Floors

The floors (wood/carpet/linoleum) must be clean and without dirt (incl. paint, hair, stains, candle wax, fire damages).

Ceiling

The ceiling must be clean and without dirt.

There must not be any holes in the ceiling.