**MOVE IN ISSUE**

REPORT

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| **NAME:** **TENANT ID:****ADDRESS OF ACCOMMODATION:****PHONE NUMBER:** **E-MAIL:**  |

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| **IMPORTANT INFORMATION** * Please put maximum 3 pictures(JPEG) per issue into the report.
* You do **not** need to upload photos that are already part of your Moving-in inspection report. These are already recorded, and you will not be held responsible for any of those issues when moving out.
* Only upload photos or issues that are not noted in your Moving-in inspection report and are clearly damages.
* We suggest that you first read the document called “DAMAGE guidelines” before reporting any additional repair issues, damages, or wear & tear. The document can be found at our home page.
* if you have any questions about how the devices/equipment work in your apartment, please read **The residence Handbook** provided on our website: **Housingfoundation.dk**
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**CLEANING ISSUES:**

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| **If you experience cleaning issues at move it can only be reported within 24 hours- by email:** **contact@housingfoundation.ku.dk** **remember to send pictures of the issues)**  |

**REPAIRS NEEDED:**

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| **(e.g. broken showerhead, broken freezer door, broken desk chair)** |

**INVENTORY ISSUES**

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| **(e.g. missing lamp, missing chair, missing bin)***The Inventory list can be found on our website Housingfoundation.dk by clicking on “Housing Options” please let us know if something is missing from the inventory list* **We do not provide kitchen items.**  |