

Checkout Sheet for Departure

Name: _____

Room Number: _____

Before you leave us for good, here are a few (“annoying”) duties that you should take care of. Please understand that we have to proceed this way; unfortunately, it doesn’t work any other way. So: Please complete the following tasks and get approval from the relevant people.

Washing Machine Bill and Floor Contribution paid?

All bills paid:

Karlsruhe, the _____ (Signature of the Floor Representative)

Clean the room with inventory (vacuum, dust, clean windows and all surfaces, etc.), return house linens to the caretaker, have the room inspected by the caretaker in a clean condition (not on weekends), and **BEFORE** moving out, personally hand over the key to him.

Take care of your tasks in good time and not on the last day! If the room is not cleaned, furniture is missing, etc., a corresponding part of the deposit will be withheld! (Room inventory: bed, bed linen, house mattress, pillow, duvet, table, desk container, desk lamp, chair, shelf, side table, ceiling lamp. According to the signed inventory list.)

Room in order _____ (Caretaker’s Signature)

Your new address:

Full Name: _____

Street: _____

Postal Code, City: _____

Country: _____

Come back and visit us sometime! Goodbye and have a good time, wish the

the House Captains