Studierendenwerk Kassel Damit Studieren gelingt.

<u>Online-Damage-Notification Service for tenants of Student Halls of Residence</u>

To notify the Technical Service Department of the Studierendenwerk Kassel of any damage or defect, please follow the procedure specified below:

1. Complete the fields of personal data *(all fields are obligatory!)*

Boxes marked with * are mandatory and must be filled in!

Personal details

Last name *	
First name *	
Please fill in your phone number *	
E-Mail *	
Number of lease contract *	

(the tenancy agreement number can be found on the top of the tenancy agreement)

2. Select your hall of resident from the list provided

3. Specify the details of the damage you wish to report:

Damage report

Where did the damage occur? (Room number/Room): * A [   ]

Description of the damage or defect: *

B

C
Technical service of Studentenwerk may need access to your room in order to fix the damage. Please inform us, whether you entitle the technical service to enter your room in your absence: *

○ Yes . I entitle technical service of Studentenwerk to enter my room in my absence.

○ No . I do not entitle technical service of Studentenwerk to enter my room in my absence. Please ask me for an appointment.
(Upon receipt of your damage notification we will suggest a date as soon as possible)

A Location of the damage: Always specify your room number!
If the defect is in the common areas or the public thoroughfare areas, please use the following fields.

B Description of the damage: Notify us of your damage or defect
The more detailed the description of your damage/defect, the more quickly and simply we can deal with and remove it.

C May our staff enter your room in your absence in order to deal quickly with the problem?
The staff members of the Technical Service Department work from 8 am to 4 pm and will deal with your problem.

4. After reading the notes on data protection, confirm that you have read them and send your message by clicking on „send".

5. After sending please check whether you have received the automatically generated confirmation of receipt in the in-box of your specified email address.

Thank you for using the Online-Damage-Notification-Service!

Your

Studierendenwerk
Kassel Damit Studieren gelingt.