What do I need to do once I have moved into my room?

LU Accommodation

**Inventory report**
- Inspect the standard and the cleanliness of your room/apartment when you move in, and submit the inventory report within three days after your arrival.
- The inventory can be found on your housing account.
- The report is for our documentation, with high importance for the room inspection and deposit refund.
- Any costs for cleaning or unreported damages caused to furniture and the room itself will be drawn from the deposit when you move out.

**Make sure your name is on your letterbox**
- You will find the name tag in the envelope you were given together with the keys. Please find your letterbox and place the name tag on it.
- If your name is not stated on the letterbox, your mail may not be delivered, even if the address is correct.

**Fault report**
- If you find that something is broken or missing in your room/apartment, make a fault report. Please see below for link.