



The reservation of rooms in one of the student residences is a special service offered by the *International Office* for participants in official exchange programs.

The legally binding documents for your stay in one of the student residences of *Studierendenwerk* are the *Mietvertrag* (lease or contract) and the *Allgemeine Mietbedingungen* (general rental conditions). This information is offered as partial translation and explanation only.

RIGHTS AND RULES FOR ALL STUDENTS LIVING IN A STUDENT RESIDENCE

• After Arrival

- We highly recommend that all international students open a current bank account (*girokonto*), where your monthly rent can be withdrawn automatically. Fill out the „*SEPA Lastschriftmandat*“ (authorization for money withdrawal, to be filled with bank details); master students have to hand in this form to the respective program coordinator, it will then be forwarded to the Studierendenwerk.
- All students have to report to their *Hausmeister/Objektmanager* (caretaker) and show him their passport. Ask for the *Übergabeprotokoll* (room check list - green form) if you have not already received it with your welcome package. Keep this form well! You need to present it at your check-out.
- You are now responsible for all damages, changes or uncleanness in your room that are not noted on that room check list, i.e. you have to pay for repair or cleaning when you move out. If you find that the check list is not accurate, make another appointment with your *Hausmeister* as soon as possible to have it corrected. It does not help if at move-out you protest "I did not do it - it was already like this!"

• General Duties (excerpted from „Allgemeine Mietbedingungen“)

- Keep your rooms and communal facilities (e.g. kitchen, bathroom) clean and tidy. Use furniture and appliances carefully. Use water, electricity, gas or heating economically and ecologically.
- All damages or disturbances have to be reported to the *Hausmeister* immediately, otherwise you are liable for any damages resulting from *not* reporting them.
- No noise after 10.00 p.m. or before 8.00 a.m. Radio, TV etc. may not be operated above 'room noise level'.
- Do not leave bulky equipment, junk or garbage, or parts of automobiles/motorbikes/engines in the halls, obstructing passage. Do not store flammable materials.
- You are not allowed to give your keys to another person or make duplicates of your keys. If you lose your keys you have to pay for the replacements and all other replacements which may become necessary if locks have to be exchanged (security!).
- It is a law that every flat-sharing community has to register with the "Rundfunkbeitrag" and to pay a monthly fee for all Radios and TVs (no matter how many radios and TVs are in the flat). For more information visit: <http://www.rundfunkbeitrag.de/> and talk to the other members of your flat-sharing community.
- Pets are not permitted.
- Read the announcements on the bulletin boards regularly.

WHEN MOVING OUT

- If you move out of your room before your lease is expired, you have two options for paying the rent for the remaining time:
 - (1) If you want to close your account when you leave, you have to do an *Überweisung* (money transfer) for the remaining months rent. Be sure to list your *Mieter-Nr.* (renter number) and/or name of your dorm and room number on the transfer form. If you need assistance, you may ask your bank or go to the Studierendenwerk.
 - (2) You go to the Office of Studierendenwerk and pay the last rent in cash.
- Remember: The payment of the rent does not depend on the time that you live in your room but on the time specified in your contract!
- All students moving out must make an appointment with the *Hausmeister* to inspect the room together. You have to ask for the appointment at least 15 working days (= 3 weeks) in advance. Check-outs are only made on week-days (Mondays – Fridays, but not on public holidays) during the regular hours of the *Hausmeister*.
- Students who move out without an appointment with the *Hausmeister* will be fined € 40, which will be deducted from their *Kaution* (security deposit). The room will be forcibly opened and cleaned at the student's expense at the end of the lease.
- Remember to bring your *Übergabeprotokoll* (room check list - green form) to the check-out! Together, you and the *Hausmeister* will compare the status at move-in (as noted on the top of the form) with that at check-out. Together you will make a note at the bottom of the form, listing all damages or indicating that the room is o.k. and sign it.
- You will receive the refund of your security deposit approx. 8 weeks after the end of your contract by bank transfer to your home country. Please think of handing in the "Refund Security Deposit Form" at the Studierendenwerk. Any costs for cleaning or repairs of your room or bank fees will be deducted from your deposit.

SOME GENERAL ADVICE

- Introduce yourself to your roommates and neighbors.
- Find out what routines they have with respect to cleaning and the use of bathroom and kitchen. Ask what your duties are and when it is your turn to do them.
- Germans are champions in garbage separation and recycling! Ask your roommates how they separate their garbage and where and how they collect it.
- Ask if there is an international student tutor in your residence. Join student activities in your residence.
- If you feel that there are growing tensions with your roommates, try to talk to them. If you feel you cannot make yourself understood, ask if there is an international student tutor in your residence who could mediate. You may come to see the Help Desk of the International Office, if you need further assistance.

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