

LIVING IN GERMANY

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YOUR OWN ACCOMMODATION



Flat hand-over



<p>Read the flat hand-over protocol through.</p>	A 3D white figure is sitting on the floor, reading a large open book with red covers. The figure is holding the pages open with its hands.
<p>Pay attention to the defects in the flat.</p>	A 3D white figure is standing on a wooden floor, using a magnifying glass to inspect a wall. The wall has some brown stains or defects. The figure is holding the magnifying glass up to the wall.
<p>Ask the landlord, where the meter for electricity, water and gas heating is and read the meter right.</p>	A close-up of a utility meter. The meter is yellow and blue. It has a circular dial with numbers and a needle. The dial shows the number 00072. The meter is mounted on a wall.
<p>Sign the contract after being sure that you have checked everything.</p>	A 3D white figure is standing on a white surface, holding a large blue checkmark. The figure is holding the checkmark with its right hand. The checkmark is a large, 3D blue shape.

After moving in



Register the change in address.

You have to inform the "Bürgerbüro (citizens 'center)" within two weeks. You will receive a **Meldebestätigung (Address registration certificate)**, which you must present in the following authorities and institutions:

Jobcenter or Social Security Office	
BAMF	
Bank	
Health insurance agencies	
Other insurance	
School/ Kindergarten	
German courses	
Sport clubs	

Make a standing order or debit for the regular payments.	
Label the bell , the mail box and the door plate with your names.	
If you are free from broadcast license fee, you must send the release form to ARD ZDF Deutschlandradio Beitragsservice, 50565 Köln.	



If you have an „Aufenthaltstitel (electronic residence permit) “, you must make an appointment in „Ausländerbehörde (aliens authority), so that your address could be also changed in your ID card).

Insurance



In principal you should have a liability insurance, in order that you would not have to pay, if you cause a damage. Liability insurance pays:

- ✓ Damage to rental: Damage in the flat (for example water damage)
- ✓ Damage to persons: If you injure a person by accident
- ✓ Damage to property: If you destroy the items of another person



The liability insurance would not pay, if you cause the damage on purpose.

House Rules



As a tenant you have specific obligations for living together with all other tenants. Make sure that conversations and music are only at room volume.

✓ **Rest periods:**

You should avoid noise and follow the rest periods rules. The mandatory rest periods in Germany are between



13:00 o'clock and 15:00 o'clock, between 22:00 o'clock and 06:00 o'clock and on Sundays and official holidays all daylong!

- If you want to throw a party, you should inform your neighbors. In that way you could avoid that the neighbors call the police because of the party noise.

✓ **Cleanliness:**

You **must** keep your flat, the hallway and the stairs clean. There is mostly a cleaning schedule, which must be definitely followed.

✓ **Waste separation:**

The garbage is collected and disposed separately in Germany. Everyone has four different garbage cans: the **yellow** one for plastic waste, the **blue** one for paper waste, the **brown** one for organic waste and the **gray** one for residual waste. Specific separation and disposal of batteries, glasses, electronic trash and bulky waste! (see flyer of ZVO)

Washing and Drying

If it is possible, dry your laundry in an electronic laundry dryer. Pay attention to the care of the machine!



If you dry your laundry on a laundry rack, pay attention to aeration, otherwise there is **mold risk!**



In case of mold there could be trouble between you and your landlord. Mold is also health hazardous!

Forbidden are...

- 👎 ...naked flames in the flat.
- 👎 ...to damage the flat or the building.
- 👎 ...to throw kitchen waste, food rest, diaper, bicycle etc. to the toilette.
- 👎 ...to slaughter animals.
- 👎 ...to smoke in the hallway and stairway.
- 👎 ...to put the furniture, shoes, baby stroller in the stairway, since the emergency exit would be blocked.
- 👎 ...to remove the fire alarm.
- 👎 ...to install antennas or W-LAN without the permission of your landlord



In case of a Problem



- ✓ Call the caretaker or the janitor of the house
- ✓ Otherwise the landlord
- ✓ In case of fire call 112



Saving tips

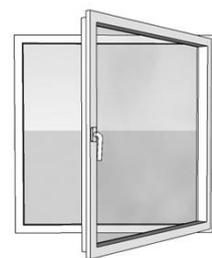
You should switch the heating to 3. To switch it on to 5 means high heating bills!



Do not leave the water unnecessarily on. Fill the sink with the water and wash the dishes in the sink. In that way you use less water.



Air the room directly after cooking, taking a shower or bathing. Open the window completely at least three times a day and while doing that turn the heating down.



<p>Turn the light out, if you do not need it.</p>	
<p>Turn the electronical devices off, which you do not use.</p>	
<p>Do not use the baking oven frequently. Baking oven uses a lot of electricity.</p>	



Do not forget that you must pay the additional costs **yourself** in your own flat!

Weitere Informationen auf unserer Internetseite:

<http://www.vg-eutin-suesel.de/Stadt-Eutin/Service/Fluechtlingshilfe>

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