

UE Accommodation Guide

Your home away from home!

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Welcome to UE

The housing demand in Germany is currently very high. Therefore, please make sure you schedule in enough time to find your new home abroad. We strongly suggest students to start looking and find accommodation as soon as possible before leaving for Germany. If you just moved to Germany, it is harder to find an apartment in a short time. However, you should not sign any rental agreement until you receive your visa. This flyer will provide you with detailed information about our UE campuses location in Germany, how to find accommodation in Germany, where to apply, how to apply to our UE, how to move in and move out of an apartment properly.



Our Campuses in Germany

Location, Transport, Airport

Berlin Campus

Location

The UE campus in Berlin is located in the heart of Germany's capital, 400m from the popular square 'Potsdamer Platz' and is therefore very easy to reach from anywhere in the city.

Address: Dessauer Straße 3-5, 10963 Berlin.

Transport

To get to the campus, you can take the bus M41, the U2 or S1/ S2/ S25/ S26 to Potsdamer Platz station. Furthermore, the public transportation system in Berlin is very sufficient, you can get anywhere via Bus, Tram, S-Bahn, U-Bahn, or Regional Trains.

Airport

BER Brandenburg Airport
Melli-Beese-Ring 1
12529 Schönefeld



Hamburg Campus

Location

The UE campus is located to the west of the immediate city centre of Hamburg, directly at Altona Station, and is therefore very easy to reach.

Address: Museumstr. 39, 22765 Hamburg

Transport

You can easily reach Altona station with the S1/ S2/ S11/ S31 and walk 200 m to the campus.

Airport

Hamburg Airport
Flughafenstraße 1-3
22335 Hamburg



UE Innovation Hub

Location

The UE Innovation Hub in Potsdam (near Berlin) located on the Campus neighbouring incubators such as SAP, Oracle and Tesla. Therefore, we are in proximity to companies that are pioneers in the fields of technology, data and design.

Address: Konrad-Zuse Ring 11, 14469 Potsdam

Transport

You can take Tram 96 or the following Buses 604/ 609/ 638/ 692/ 697 to the stop 'Campus Jungferensee', then walk 550m to the campus.

Airport

BER Brandenburg Airport
Melli-Beese-Ring 1
12529 Schönefeld



Iserlohn Campus

Location

The UE campus is located to the east of the city of Iserlohn, near the lake called Seilersee and is easy to reach via public transport.

Address: Reiterweg 26b, 58636 Iserlohn

Transport

There is a bus stop right next to the campus which you can reach via Bus 13/ S3/ 7/ 17. These buses also take you to and from the main station of Iserlohn.

Airport

The nearest airport to Iserlohn is Dortmund (DTM) Airport, which is 16.7 km away.

Other nearby airports include Düsseldorf (DUS, 66 km), Cologne Bonn (CGN, 68.5 km), Frankfurt (FRA, 159.4 km) or Eindhoven (EIN, 160.5 km).



Finding Accommodation in Germany

Important Information

finding an apartment in Germany or having a housing contract signed before you are moving means that:

1. You have a secured place to move in to right after your arrival in Germany. This way, you can properly organise your new environment, but also focus on your studies as well as explore the city.
2. Having a housing contract means that you can get registered at the city office, which will provide you with the registration document (Anmeldung). The registration document is a prerequisite for taking other necessary steps: having this document means that you can now apply to open a bank account and apply for health insurances, which is mandatory in Germany and a requirement for the visa extension.
3. All the above-mentioned documents are required to apply for the visa extension. It means, you must have all the above required documents before your visa expires in order to secure your resident permit in Germany.

Finally, having accommodation before coming to Germany means that you can focus on your studies instead of running from one apartment viewing to another. The more free time you have at your disposal, the more opportunities you have to make new friends.

When should you start

We strongly recommend students to start looking for suitable accommodation before they are relocating to Germany. **However, you should not sign any rental agreements until you have received your visa.**

The Competition is especially high during peak times such as start of a new semester, as many students are looking for an apartment, room, or other forms of housing. The search for an apartment takes about 2 - 4 months due to the increased demand, and up to 6 months to secure a place in a student dorm. Therefore, please start your search well in advance. You can also have and schedule in interviews through online calls. Please prepare your self that it can take a few applications and emails until you find an apartment that works for you. Always remember that you are in a much better space when you are arriving in Germany knowing you already have a room or flat secured.

What is different in Germany

1. The deposit (Kaution): usually, 3 times the “cold rent”
2. Cold rent (Kaltmiete) and warm rent (Warmmiete): the “warm rent” is the cold rent plus utilities (Nebenkosten)
3. Unfurnished or furnished: usually, unfurnished apartments. In Berlin apartments must include a sink and a stove but not in the rest of Germany
4. Payment via Bank transfer: it is not possible to pay in cash
5. Rooms are not counted the same way: in Germany, the living room counts as a room
6. Floors are not counted the same way: in Germany, there is the ground floor then the first floor
7. The TV & Radio Tax is mandatory for every household: 18.36 Euro per month. You don't have to pay the TV tax **if you are under 18 years old.**
8. Every person of a household needs to be registered (Anmeldung): the address registration document is required for many other services, such as bank account, health insurance, or residence permit.



Accommodation Costs and Types

1. Average costs for accommodation in Germany*

CAMPUS	STUDENT DORMS	SHARED FLAT	STUDIO APARTMENT
BERLIN	€300 - 500	€300 - 700	€ 400 -1000
HAMBURG	€ 250 -400	€ 200 -500	€ 300 -1000
POTSDAM	€ 200 -500	€ 300 -550	€ 400 -900
ISERLOHN	€190 AND UP	€ 250 -450	€ 350 -750

*Please, note that these are only general price ranges. For the exact price please go directly to the housing provider websites.

2. Accommodation types

Short term vs. long term apartments

If you have arrived in Berlin or Hamburg and haven't found an apartment or a room yet, you will need cheap short-term accommodation in a hostel near the university. You can also book a hostel in advance, before you find an apartment, just to be on the safe side! At peak times before the start of the semester, hostels are always booked out quickly. If necessary, Airbnb or couch-surfing is also a good alternative. Please note that most short-term accommodation offers don't provide Anmeldung (address registration).

Long-term accommodation, otherwise, is what most people look for, as it provides you with stability. There are many different types of long-term accommodation, including student housing, flat shares, or studio flats. You should be able to register at your long-term accommodation.

Flat share apartments (WG-Wohnungsgemeinschaften)

The concept of a flat share, or WG, is very common in Germany, especially among students. Multiple tenants will live in the same house and share the bills; the rent price is also often cheaper as you can split the costs of rent, internet, electricity, TV tax and other bills. Your rent is lower, so the deposit is also lower. In addition, there are many things usually included, such as furniture and kitchen equipment.

Furnished vs. unfurnished apartments

Furnished apartments are rare, and they are also more expensive. However, student housing/ dorms are an exception: you will have the basic furniture to start with. Flat shares may also have furniture provided by the landlord or your housemates. If the apartment is unfurnished, you can quickly find furniture from platforms Kleinanzeigen or search in a nearby flea market to fill your new place.

Dorms and Student Residences

Student residences are a good option, especially for those starting out in a new city to study. They are often cheaper, but they usually have waiting lists, and it is strongly recommended that you register months in advance. Most of the time you will live in single rooms on a corridor with a shared kitchen, though there can also be rooms with their own kitchen. It is a very good opportunity to make friends and to find a connection in Germany.

Please note (!): the UE students are not eligible to apply at the Studierendenwerk dormitory provider as UE is not in partnership with Studierendenwerk network, except for Studierendenwerk Dortmund which provides accommodation at a fee to students of our UE Iserlohn campus!



UE Accommodation Partners

Though we are not providing students with their own accommodation, we do collaborate with external housing partners. You can apply via the UE housing partners (external) directly and we will provide you with information around available offers. Make sure to benefit from the discounts for UE students as below:

***How to benefit:** contact the Welcome Centre department via E-Mail welcome.services@ue-germany.de to provide you with information.

UE CAMPUSES	UE PARTNER HOUSING PROVIDERS	WEBSITE	CONTACT	OFFER DETAILS
Berlin	Uniplaces	www.uniplaces.com/de	+49 30 555 707 112	Registration possible, Long term.
Berlin	Neonwood	www.neonwood.com	Direct to landlord	Registration possible, Short/ long term.
Berlin	The Social Hub	www.thesocialhub.co/	+49 30 3119 8339	Registration possible Short/ long term.
Berlin Hamburg	Spotahome	www.spotahome.com	Direct to landlord	Registration possible, Long term
Berlin Hamburg	Amberstudent	Amberstudent Utm link for UE students	Direct to landlord	Registration possible, Long term
Berlin/ Hamburg/ Potsdam/ Iserlohn	Homelike	www.thehomelike.com/	Direct to landlord	Registration possible, mid to long term
Berlin	Wunderflats	www.wunderflats.com/en	+49 30 1208 6220	Registration possible, Long term
Berlin	Insider Apartments	www.insiderapartments.com	Direct to landlord	Registration possible, mid to long term.
Potsdam	BSK International	www.bsk-international.org	+49 (0)228 – 2863 6883	Registration possible, long term/private
Berlin/ Hamburg/ Potsdam/ Iserlohn	HousingAnywhere	www.housinganywhere.com	.../contact	Registration possible, long term



Other Accommodation Providers

Please find below a list of housing providers for our UE campuses. Please note that the following housing providers have not been visited or vetted by the UE and you should therefore use them at your own discretion.

UE CAMPUS BERLIN

HOUSING PROVIDERS	WEBSITE	CONTACT	OFFER DETAILS
AirBnb	www.airbnb.de/a/stays/berlin--Germany	directly at the landlord	popular renting website, home-like stay, mostly short term
Booking.com	www.booking.com/city/de/berlin	directly with the accommodation provider	popular renting website, mainly short term & hotels
A&O Berlin	www.aohostels.com/de/berlin/	+49 (0)30 80 947 5110	well-known hostel chain, short term,
Three Little Pigs HOSTELS	www.three-little-pigs.de/	+49 (0)30-26 39 588 0	short-term, no Anmeldung,
Hotels of Berlin	www.one80-hostels.hotelsofberlin.net/en/	—————	short-term, no Anmeldung,
Generator Berlin Mitte	www.staygenerator.com/hostels/berlin/mitte?lang=en-GB	+49 3092 103 7680	short term, with family room, no Anmeldung,
Generator Prenzlauer Berg	www.staygenerator.com/hostels/berlin/prenzlauer-berg	+49 304 08189000	short-term, no Anmeldung,
Home in Berlin	www.home-in-berlin.de/	+49 30 491022-232	long term, Anmeldung possible
The Fizz Berlin	www.the-fizz.com/studentenwohnheim/berlin/#apartment	—————	long term, Anmeldung possible
The Urban Club	www.the-urbanclub.com/de/die-apartments/	0800 84 32 58 2; sales@the-urbanclub.com	long term, Anmeldung possible, limited stay depending on your degree type
Studentendorf Schlachtensee	www.studentendorf.berlin/schlachtensee	+49 30 939 504 0	min. term of 11 months, Anmeldung possible.

UE CAMPUS BERLIN

HOUSING PROVIDERS	WEBSITE	CONTACT	OFFER DETAILS
Studentendorf Adlershof	www.studentendorf.berlin/adlershof	+49 30 939 504 – 0	min. stay of 11 months, Anmeldung possible.
Youniq	www.youniq-living.com/en/location/berlin/	hello@youniq-living.com	long term, Anmeldung possible,
Campus Viva	www.campusviva.de/en/	+49 89 242280-30	long term, Anmeldung possible,
Die Zimmerfrei	www.zimmerei.apartments/wohnung-mieten-berlin#wohnung-mieten	via Contact page	min. stay of 6 months, Anmeldung possible.
Student.com	www.student.com	+49 800 724 7010	long term, support with Anmeldung.
Roomless Rent	www.roomlessrent.com/de/rent-listing/95408	via Help page	mid to long term, Anmeldung possible, Schufa needed when you have been in Germany for > 6 mo.
WG Gesucht	www.wg-gesucht.de/	directly at the landlord	popular renting platform, from short to long term, for room in shared flat (WG), Anmeldung dependent on each property.
Immobilienscout24	www.immobilienscout24.de/	directly at the landlord	the biggest renting platform, from short to long term, Anmeldung dependent on each property
Housing Anywhere	www.housinganywhere.com/s/Berlin--Germany	support@housinganywhere.com, +4921141873062	mid-to long term, Anmeldung possible with almost all properties



UE Innovation Hub (Potsdam - near Berlin)

HOUSING PROVIDERS	WEBSITE	CONTACT	OFFER DETAILS
AirBnb	www.airbnb.de/a/stays/Potsdam	directly at the landlord	popular renting website, home-like stay, mostly short term
Booking.com	www.booking.com/city/de/Potsdam	directly with the accommodation provider	popular renting website, mainly short term & hotels
Jugendherberge.de	www.jugendherberge.de/berlin-brandenburg/	0331 877910-0	max. stay of 3 months, popular youth hostel, no Anmeldung
Pension Sanssouci	www.pension-sanssouci.de/	1721818007	short term
Quartier Potsdam Hotel	www.potsdam-hostel.com/en/	3312739939	short term
Potsdam Apartments GmbH	www.potsdam-pension.de/en/	3315854070	short stay
Base Camp	www.basecampstudent.com/student/potsdam/	49-15222871355	long stay up to 6 months and extendable, Anmeldung possible.
Skaj	www.skaj.de/en/students/	vermietung@skaj.de	min. stay of 6 months, long term
Die Zimmerfrei	www.zimmerfrei.apartments/wohnung-mieten-potsdam#wohnung-mieten	via Contact page	min. stay of 6 months, Anmeldung possible.
Campus Wohnen	www.studenten-wohnen.net/	49-391721410248	min. stay of 1 year, Anmeldung possible.
Student.com	www.student.com	+49 800 724 7010	long term, support with Anmeldung
The Twenty	www.the-twenty.de/en/	Melanie.Huse@Wentzel-Dr.de	long term stay, Anmeldung possible.
WG Gesucht	www.wg-gesucht.de/	directly at the landlord	popular renting platform for room in shared flat (WG), from short to long term, Anmeldung possibility dependent on each property
Immobilienscout24	www.immobilienscout24.de/	directly at the landlord	the biggest renting platform, from short to long term, Anmeldung possibility dependent on each property
Housing Anywhere	www.housinganywhere.com/s/Berlin--Germany	support@housinganywhere.com, +4921141873062	mid-to long term, Anmeldung possible with almost all properties

UE CAMPUS HAMBURG

HOUSING PROVIDERS	WEBSITE	CONTACT	OFFER DETAILS
A&O Hamburg	www.aohostels.com/de/hamburg/	+49 30 80 947 5110	well-known hostel chain, short term.
AirBnb	www.airbnb.de/a/stays/Hamburg-Germany	directly at the landlord	popular renting website, home-like stay, mostly short term
Booking.com	www.booking.com/city/de/hamburg	directly with the accommodation provider	popular renting website, mainly short term & hotels
Pyjama Park	www.pyjama-park.de/	via Contact page	short term
Hostel World	www.hostelworld.com/	via Contact page	short term
Hostelsclub	www.hostelsclub.com/en/hostels/germany/hamburg	39 0415246742	short term
Backpackers St. Pauli	www.backpacker-stpauli.iimdofree.com/	49 04023517043	short term, max. stay of 7 nights.
Superbude	www.superbude.com	info@superbude.com	short term.
Studentenwohnheim hamburg	www.studentenwohnheim-students.html	+49 40 531 104 7 info@studentenwohnheimhamburg.de	mid to long term.
Stuart Student Apartments	www.stuart-apartments.com/?lang=en	+49 40 883 6081 00 info@stuart-apartments.com	min. stay of 6 months, Anmeldung possible.
The Fizz	www.the-fizz.com/studentenwohnheim/hamburg/	+49 30 403 670 920	long stay, Anmeldung possible.
i Live	www.urban-living-hamburg.de/en/rent	+49 7361 9412 579	long stay, Anmeldung possible.
Stuwo	www.stuwo.de/wohnheim-region/hamburg/		long stay, listing of student dorms, Anmeldung possible
Stacey	www.stacey.de/hamburg	+49 40 696 389 600	long stay, Anmeldung possible.
Spotahome	www.spotahome.com/de/s/berlin-germany	via Contact page	mid to long term, Anmeldung often possible with checked properties.
WG Gesucht	www.wg-gesucht.de/	directly at the landlord	popular renting platform, from short to long term, for room in shared flat (WG), Anmeldung dependent on each property
ImmobilienScout24	www.immobilienscout24.de/	directly at the landlord	the biggest renting platform, from short to long term, Anmeldung dependent on each property
Housing Anywhere	www.housinganywhere.com/s/Berlin-Germany	support@housinganywhere.com, +49 2114 187 3062	mid-to long term, Anmeldung possible with almost all properties

UE CAMPUS ISERLOHN

HOUSING PROVIDERS	WEBSITE	CONTACT	OFFER DETAILS
AirBnb	www.airbnb.de/a/stays/Iserlohn--Germany	directly at the landlord	popular renting website, home-like stay, mostly short term
Booking.com	www.booking.com/city/de/iserlohn	directly with the accommodation provider	popular renting website, mainly short term & hotels
Studierendenwerk Dortmund*	www.stwdo.de/wohnen	0231-20649-0	mid-to-long term stay, Anmeldung possible, located in Dortmund city.
IGW	www.igw-wohnen.de/wohnungen/studenten-wohnungen.html	02371 793-0	long term stay, Anmeldung possible.
Johanniter WG (for girls)	www.johanniter.de/johanniter-unfall-hilfe/einrichtung/wohngemeinschaft-wenndezeit-1352/	02371 6897 31	long stay, Anmeldung possible
WG Gesucht	www.wg-gesucht.de/wg-zimmer-und-1-zimmer-wohnungen-in-Iserlohn.226.0+1.1.0.html	directly at the landlord	popular renting platform, from short to long term, for room in shared flat (WG), Anmeldung dependent on each property
ImmobilienScout24	www.immobilienscout24.de/	directly at the landlord	the biggest renting platform, from short to long term, Anmeldung dependent on each property
Housing Anywhere	www.housinganywhere.com/s/Iserlohn--Germany	support@housinganywhere.com, +4921141873062	mid-to long term, Anmeldung possible with almost all properties,
Meine Stadt (in Hagen)	www.meinestadt.de/hagen-westfalen/immobilien/wohnen-studium	directly at the landlord	mid to long term, Anmeldung possible, nearby Iserlohn





Application Step by Step

1. Start with your application

Since searching for a suitable apartment in Germany takes time, it is important that you act as soon and as fast as possible to secure a place. You might need to send many applications in order to have a house viewing appointment. Have all documents ready in advance and have several copies of them for physical appointments. If you are using a housing platform website, it is good to turn on the notification to be among the first to know once there is a new listing. In your letter, introduce yourself clearly and briefly. Find a way to stand out, because the landlord/landlady receives up to hundreds of requests on a single listing. Here you will find a list with typically required documents to prepare for your prospective landlord or landlady:

- Schufa-Auskunft: This is not necessarily required for students coming from abroad, but it's always a good idea to make sure you have some evidence of your credit rating.
- Mietschuldenfreiheitsbescheinigung: proof from your previous landlord or landlady that you have no debt relevant to your rent.
- Einkommensnachweise: proof of income (bank statements, payslips, proof of scholarship, employment contract or any other documents that proves that you can afford the tenancy)
- Copy of your ID card/ Passport/ visa/ residence permit
- Open a bank account: you pay rent by a SEPA transfer. You don't usually pay rent in cash or via cheques in Germany.
- Employment contract (if applicable)
- Application form (provided from the landlord/ landlady, accessible at the housing provider website)

2. How to choose your accommodation

There are several factors to consider when you choose your accommodation. Having accommodation that suits your needs will provide you with comfort and a good life quality after your relocation, as well as reduce the emotional stress that could disturb your study experience. Apartments look and function differently in different cities and countries, but generally speaking, they can always be chosen depending on common requirements. Have a look at common requirements for apartment seekers in Germany and see for yourself where your priorities are:

- **Price:** Please look at the current price index of the area for reference.
- **Anmeldung/ address registration:** It is important to clarify with the landlord or landlady if the registration (Anmeldung) is possible or not. Generally, you need to register your place within 2 weeks of moving to a new address.
- **Accommodation type:** Is it a shared flat with other people (WG) or private apartment? You may want to share the flat with other people to reduce the rent and make new friends. Single apartments can be more expensive, but at the same time this will provide you with more privacy.
- **Furnished or unfurnished apartment:** Furnished flats will save you from having to buy everything yourself. But it will also cost more than an unfurnished apartment. You have different affordable options to furnish your apartment on your own, e.g. via 2nd-hand furniture from stores or flea markets that are affordable and often very well-maintained and durable.
- **Reviews of the rental company/ landlord or landlady if available:** It's always useful to check the reviews of your rental company or landlords, especially if you find out about them on housing platforms. See more about this in how to avoid scam.
- **Old, renovated, or new apartment:** In Germany, you will find any flats and houses that date back to the last century. If it is too old, the heating system and ventilation may not work well, but a renovated old building will most likely not cause you any problems. Make sure you check the house condition carefully before moving in.

- If the apartment is on top or ground floor: If you choose a ground floor, make sure that it is void of security problems, as it is closer to the street. It is best to talk to the landlord or landlady or possible housemates about this. A top floor flat may have a better view, but tends to be warmer, especially during the summer months.
- Street or courtyard: Depends on whether you would prefer a quieter living space or an apartment that is fused with sounds of life.
- If the flat is easily accessible: If you or your flatmates are disabled, you will need to look for a barrier-free (barrierefrei) flat that allow you to access the elevators and the flat easily.
- If the flat has well-managed common facilities (storages, parking): Most housing buildings have separate storages for each house, as well as other general facilities like parking lots for cars or bicycles, or waste sorting bins.
- The neighbourhood's access to transport: Germany has in general a very good public transportation system. You can use 'Magnificent Maps' or 'Google Maps' to check how far you are from one location to another.



3. Contact the landlord or landlady

You can contact the landlord or landlady after finding the apartment you like. Here are some tips to increase your chances to get accepted:

- Speak or write in German, as you will get more responses if you use German. You can use 'DeepL' for reliable translations between German and English.
- Call and write, as some landlords use only the phone number while others prefer an email.
- Introduce yourself.
- Make sure to apply as soon as you see the listing, and don't panic if you don't hear back.
- Be prepared, as landlords/ landladies receive many applications per day. So it is in your advantage to have all the documents ready in advance.
- Be flexible, as many students want to live centrally, but the public transport in Germany is very good and other locations are also easily reachable.
- Act fast, and be the first to apply to new offers.

4. House viewing tips

- Make sure to view the apartment either in person or via a video call. Many housing providers are aware of interested students abroad and offer the possibility to book an online house viewing.
- Try to compare different properties and landlords/ landladies: don't let the landlords/ landladies pressure you. If it doesn't feel right, it isn't right for you and you should look for something else.
- During the house viewing, make sure to take some photos and notes and think about what is important for you to have in your apartment. You can think about the following:
 - Does the place look like it is in good condition?
 - Is the area safe and secure?
 - How is the heating working?
 - Does it have all the facilities you need?
 - Are other tenants happy with the landlord/ landlady?
 - Is the apartment affordable and a good value?

5. Apartment scam: how to recognize and avoid it

In order to avoid fraud, it is important that you are aware of common tactics that fraudsters use. We will guide you through several ways to recognize and avoid scam, and how to report your scam case.

- The flat seems too good to be true: Flats that are a much lower price compared to market rates. Many times, the advertisement can come with appealing pictures of the flat that contain watermarks or look like they come from an estate company's catalogue, e.g. with full on lighting, polished furniture, modern neighbourhood etc.
- Lazy advertisements, lazy prices: Advertisements with very short description that lack essential information about a location, space's details, available period, etc. These ads can contain few to no pictures of the flat. The Price can be even (1,000 instead of 1,345 EUR) with no information about what it includes like heating or cleaning service. An opposite scenario is when the description seems long and detailed, but is actually copied from another advertisement.
- Landlords or landladies state he/she is abroad: The landlord/ landlady says he/she is abroad and cannot let you view the house or send the key. You will need to pay a deposit upfront to 'secure' the apartment and he/she will fly to Germany to see you or send the key by post. The initials of their bank IBAN can be different from DE (for Germany) as most of the scammers operate from overseas.
- Asking for payment in advance, via Airbnb: Scammers will most of the time asks for a deposit before showing you the house or signing a legal contract. This way, they can get your money and run away before you have any proof. You can also be asked to send the deposit via a housing platform such as Airbnb or Booking.com, but when you click on the link, a look-alike website is opened instead, with a fake domain name like airbnb1.com or booking-airbnb.com.
- Rushing the process: Scammers choose you immediately without properly viewing your documents, while avoiding any communication. Their profile can be created recently, especially on social media. The conversation can be in English with very poor grammar or written in a rushed manner.
- Suspicious emails: Do not click on dodgy attachments or files that can contain malware or other bugs, and do not create any login on a potential fake website so that your personal data can be stolen. Fraudsters also often use free email domains, so they can delete it quickly. Potential fraud email addresses can look like Name@günstige-traumwohnung.de or Name@pm.me.

- A Landlord/ landlady is asking for your ID or extensive personal info: A fake landlord/ landlady who asks for a copy of your ID and extensive personal info like passport copy, working permit, bank account and so on is not trustworthy. This is a common way to steal personal information and use them for other illegal transactions.

How to avoid accommodation scam:

- Always check the average rental rate in your city to avoid unrealistic payments.
- If in doubts, upload a picture to Google's reverse image search and copy an advertisement to the search engine to find out if they were stolen from somewhere else.
- Never pay for a deposit or rent in advance without a proper apartment viewing and signing of a legal contract.
- Check the legitimacy of the website you are visiting; only communicate via trusted platforms
- Check the reviews of the landlords/ landladies on housing websites if possible
- Avoid clicking on any attached files that end with .exe
- Avoid sending extensive personal information and instead opt for a conversation with landlord/ landlady face-to-face or on the phone, and make sure the landlord or landlady spends time speaking to you and scanning your documents.

If you have encountered a scam:

- Archive your emails and conversation, including a banknote of transfer if available, as proof of scam.
- If you have made an advance payment to a supposed housing provider (which is generally unusual) and realise that you have been scammed, contact your bank immediately and ask for the payment to be reversed.
- Report the case to your local police and bring all existing proof with you. Find a website of your regional police here:
https://www.polizei.de/Polizei/DE/Home/home_node.html
- Report crimes online here:
Online Strafanzeige erstatten: <https://online-strafanzeige.de/>

6. Signing the apartment contract

It is common to pay a deposit equal to 1–3 months' rent, which is returned when terminating a rental contract if there is no damage to the flat. Be careful to make sure you have a signed contract first and have checked the background of the landlord/ landlady before you pay the deposit.

Beware of fraud — as a general rule, do not transfer any money to the landlord/ landlady before you have met him/her in person, signed a contract, or before you have seen the apartment.





Moving in

Before Signing the Contract

Make sure to visit and view the apartment first in person or ask for a video call with the landlord/ landlady, and do not make any payment before signing the contract. Read the contract carefully and should you have doubts, consider a local tenant association (Mietverein) to review your contract.

1. Fill out the document „Übergabeprotokoll“ (Handover certificate)
2. Ask for the „Wohnungsgeberbestätigung“ (landlord/ landlady confirmation)
3. Locate your electricity meter
4. Get the apartment keys
5. Pay the deposit
6. Pay the rent
7. Get an internet contract

After moving in

1. Put your name on the mailbox
2. Update your address with other service providers (SIM card, bank, etc)
3. You must register your address (Anmeldung)
4. Get an electricity contract (if cold rent)
5. Buy furniture
6. Install lights
7. Liability insurance (Haftpflichtversicherung) for 5 Euros per month

A few things to know

1. Quite hours (Ruhezeiten): On Sunday, people avoid making loud noises. There can also be specific quite hours set by the landlord/ landlady or the building manager.
2. Hard water: In Germany, the water is quite hard and can be troublesome to your skin, and even housing appliances. Water filter are usually a good way to get rid of any stains.
3. Waste system: Waste in Germany should be sorted into different bins: paper, compost, packaging, brown glass, white glass, and others.
4. Ventilation: It is recommended to open the windows in the house daily, especially in winter, to avoid mould on the walls.
5. Heating: The type of heating system varies from building to building. They can be completely turned off during the warm summer months.



Registering your new address (Anmeldung)

First, make an appointment with your local citizens' office. Your options are in person, by phone or online. You need to have the following documents:

1. Valid ID, such as a passport (not a driving license)
2. Visa or Residence Permit (only if applicable)
3. Proof of residence certificate (Wohnungsgeberbestätigung). This should be signed by your landlord/ landlady if you are renting a house, or you can sign it if you own the house.



Let your landlord or landlady know

Once you signed a new rental contract, you need to inform your current landlord/ landlady. You must submit it in writing, at least three months before you plan to move. Often, German tenancy agreements specify that the outgoing tenant must re-paint and clean the property. Always check what is written in your contract to avoid issues in getting your deposit back. Inform and give notice to all your companies.

You need to inform your utility companies, unless you're in a shared accommodation and bills are handled by the landlord/ landlady. When it comes to internet and potential phone landline contracts, please be aware that it's likely you can keep and transfer them to your new address. Otherwise, you will need to ensure at least three months' notice and select a new utility company for your new home.



Moving out

End your contract

To end your contract, you usually must inform your landlord/ landlady at least 30 days in advance. For housing companies, it is sometimes required that you inform them 3 months before you move out. You will need to inform them via email or a printed and mailed letter.

After being informed that you will be moving out, the landlord/ landlady will start to arrange apartment viewings for potential tenants. The landlord/ landlady is not allowed to show your apartment to anybody if you are not at home or without your approval during your tenancy. He/she must announce a viewing at least 2 - 3 days in advance.

For many landlords/ landladies, it is important that you return the accommodation to its original condition to when you moved in. This means you may have to do cosmetic repairs, such as repainting the wall or fixing a broken door nub, but only if any potential damages were caused by you. You need to talk to the landlord/ landlady or check your contract to see if it contains any requirements around cosmetic repairs. If that is not the case, you can just clean up the place and move out.

Move within Germany

- You need to update your address at the new registration office. If you move to a different city, you need to re-register.
- Your internet contract, electricity and gas will move with you. But you need to inform the providers of your changed and new address. In some instances, this may cause an extra fee.
- It may take up to 6 months to get your deposit back. Landlords and landladies can deduct a part of it if you caused any damages in the house or had excess bills.
- Get the debt-free confirmation (Mietschuldfreiheitsbescheinigung) from your landlord/ landlady, which states that you do not owe them any outstanding rent payment. This will be helpful when you look for new accommodation.
- To move your belongings, you can rent a moving company or book a van from a car rental service and move everything yourself as long as you or a friend can drive the van, i.e. has a German driving licence.
- When you move within Germany, you must register your new address at the local citizens' office (Bürgeramt) within two weeks of moving. Failure to do so could result in a fine. Not being official registered could also. Could also affect your benefits, insurance, and taxes.
- Changing your address (anmelden or ummelden) simply follows the same procedure as when you arrived in Germany.

Usefull German- English Vocabulary

German	English
Hausmeister	landlord/ landlady
Kaltmiete	rent excluding utility costs
Kaution	deposit
Mietvertrag	rental contract
Möblierte Wohnung	furnished flats
Nebenkosten	additional costs
Provison	commission
Warmmiete	rent including utility costs
Wohngemeinschaft (WG)	house and flatshares
Zimmer	room
Zwischenmiete	short-term rent
1-Zimmer-Wohnung (1 = ein)	one-room/ studio apartment
Keller	basement
Flur	floor/ hall
Fenster	window
Fahrrad	lift
Hof	courtyard
Bad	bathroom
Wand	wall
Hauptmieter	main tenant
Mietschuldenfreiheit	landlord confirmation for no debts
Vermieter	landlord/ landlady or facility manager or Caretaker
Untervermietung	sublet
Wohnfläche	living space
Wohnzimmer	living room
Bewerbungsunterlagen	application documents

Contact the UE Welcome Centre

E-mail:

welcome.services@ue-germany.de

Phone or video chat:

Contact form on our website

www.ue-germany.com/media/3046/1_registration-consultation.pdf

Meet us in person:

Dessauer Str. 3 – 5, 10963 Berlin

Monday, Tuesday and Friday from 10:00 to 13:00

We are looking forward to welcoming you soon at the UE

– Your home away from home! :)

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Dessauer Str. 3 - 5
10963 Berlin

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Konrad-Zuse-Ring 11
14467 Potsdam

Hamburg campus
Museumstr. 39
22765 Hamburg

Iserlohn campus
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58636 Iserlohn

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