



LANDKREIS
REUTLINGEN

The Renter`s Certificate

Tips and rules for tenants in
a rented apartment



Searching for an apartment

- Internet
- Newspaper
- Flyers
- Local Town Hall (Rathaus)
- Private connections

The Rental Contract

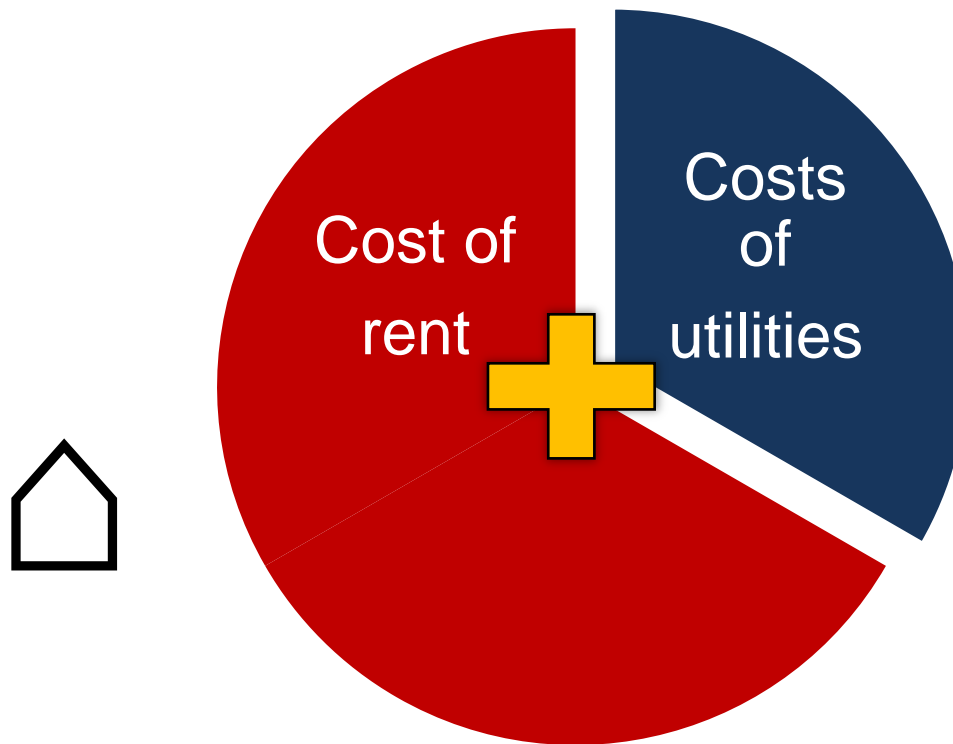
Please be aware of the following:

- Duration of the contract (minimum and maximum period of time allowed).
- Keep to the „Notice of Contract Termination“ deadline.
- Rental deposit (Financial security for the landlord. You will get this money back after you move out, as long as the apartment is clean and orderly).

The Rental Contract

- Please follow **every** term that is in the contract.
- Your monthly rent must always be made on time.
- The rental costs can sometimes be covered by the Social Office or Jobcenter. (Important: submit an application.)

Rental Costs



Cost of Utilities



Costs for heating



Costs for garbage



Costs for water

Additional costs:
Facility manager,
Insurance for the
house,
General current
TV



Electricity costs (usually
pay to provider yourself)

Reducing Costs of Living

- Reduce and limit your use of heating, water and electricity.
- Reduce and limit your garbage production.
- Regularly control your costs, otherwise you will have to pay extra.
- The Social Office / Jobcenter does not always pay.

Before Taking over

- Is everything OK in the apartment?
- Is anything broken or damaged?



If yes: take a photo, write it down and have the Landlord sign to confirm.

→ Discuss the renovation plan with the Landlord.

→ Move in only after you have done all of this.

Moving Day

1. Write your family name on your door bell and postbox.
2. Register at the local Town Hall (date: begin of rental agreement).
3. Inform others of your new address, for example: AOK, bank, lawyer, employer, Jobcenter, Sozialamt...
4. A forwarding request can be made at the local post office:

<https://www.deutschepost.de/de/n/nachsendeservice.html>



Furniture / Landlord's property

Please take extra care of the Landlord's property, which may include:

- Kitchen equipment (stove, oven, fridge, etc.)
- Flooring (carpets, parquet and wooden floors, tiles on the floor, in the kitchen and bathrooms.

When you move out of the apartment again it must be left in the same condition in which you rented it, with no damages.

Insurances

A private liability insurance is important and is often required by the Landlord.

What is the private liability insurance?

Without this insurance, you will be required to pay the costs of damages yourself. A private liability insurance can cover the costs of damages.

General House Rules

- Noise
 - No noise at night (10:00 pm till 6:00 am).
 - Radio/ TV / Music: only loud enough for you to hear.
 - Don't be loud on Sundays and on public holidays.
- **Only with allowance from the Landlord:**
 - Changes in the apartment (for example: painting the walls, drilling holes, laying cables for internet and TV...).
 - Pets.
 - Changing out Landlord's furniture.
 - Smoking in the apartment.
 - Renting the apartment to third parties.

Any damages or problems in the apartment must be reported to the Landlord.

General House Rules

Every resident is responsible for cleaning *in* and *around* the house.

This includes for example:

- „Kehrwoche“ (Cleaning the stairway, hallway, and every other public part of the building).
- In winter: clearing the snow from in front of the house and on the walkways (daily from 7:00 am till 8:00 pm).



General House Rules

- Guests are allowed to visit you, but not live in your apartment.
- Inform your landlord if you go away for a longer period of time (e.g. holidays). Rent must also be paid even if you are away.
- Ask your landlord before lending out your house key to other people.
- All tenants are responsible for following the rules and respecting one another.

Separating Garbage

Always separate your garbage correctly.

Paper waste



Plastic waste



Organic waste



Residual waste



Special Waste

Bulky waste

eg. furniture, mattresses



Hazardous waste

eg. electric waste, metals, batteries, paint...



Old glass



must be disposed of properly. See special waste calendar.

Ventilation of rooms

Proper ventilation of rooms is important for your health. To avoid **mold**, always open up your windows after cooking and showering.



Correct ventilation of rooms

- **Turn off the heater when you open the windows.**
- No permanent ventilation with tilted window.

Better:

Ventilate for 10 minutes a day,
open the window completely.



Important Telephone Numbers

- Police: 110
- Fire brigade: 112
- Ambulance: 112
- Emergency doctor: 116 117
- Landlord: ...
- Social worker: ...
- Hotline:
 - Violence against women 0800 011 6016
 - Children and youth 0800 111 0333
 - Parents and adults 0800 111 0550