

Checklist for your relocation to your own apartment

You start with your own tenancy agreement ...

Apartment check in:

First of all you fix a date for apartment check in or check out. Usually you will also receive all keys for your flat.

Date of check in: _____ Time: _____

Number of keys: _____

It is very important to make a record of your apartment check in. (Condition of the flat? Are there any damages? Anything special belongs to the flat?) Please ask for everything you remark and if you are not sure, please have it recorded.

You should ask for the following:

In which condition do you have to check out of the apartment later once you might move again?

Who do you have to contact if there is anything not working? Is there a caretaker?

Name: _____ telephone: _____

Who do you have to contact in case of any problems?

Name: _____ telephone: _____

Is a telephone mainline in the apartment? Yes or no?

Do you need a third party liability insurance? Yes or no?

Counter reading:

water meter: _____ meter point number: _____

electricity meter: _____ meter point number: _____

gas meter: _____ meter point number: _____

Please ask the owner or agent of the apartment who is in charge to inform the provider about the change of tenants. Sometimes the contract is made in the name of the owner, but sometimes you have to inform the provider yourself. Power authorities are e.g. the AVU, An der Drehbank in Gevelsberg.

“Vermieterbescheinigung“

After you moved in your own flat you have to inform the municipal authorities within a week and announce your address change. Therefore you need a printed form called “Vermieterbescheinigung”, which you can get in the office (Bürgerbüro) at the town hall. It has to be signed by the owner of your apartment and you have to bring it back then to the Bürgerbüro.

Inform your neighbours:

Please inform your neighbours about your move in the apartment. In case of any renovation which might cause some noise, you should also tell your neighbours some days before.

Change of address:

Do not forget to inform the authorities and your contract partners about your change of address:

- BAMF, please note your file number / if you do not have applied for asyl yet (BÜMA) you have to inform "Bezirksregierung Arnsberg"
- Ausländerbehörde des EN Kreises in Schwelm, note your file number
- Kindergarden/School/ Kindergeldkasse
- Bank or Sparkasse
- health insurance (AOK)
- telephone provider
- sports club, gym etc.

Last but not least, **make a sign with your name (surname) at the letter box and your bell.**

Rules of the house:

In Germany most of all houses have some rules for a good neighbourhood. Best way is to introduce yourself to your neighbours and ask them.

Below you can find some very important rules:

Rest period: There might be certain times for rest every day, e.g. lunch time or also late in the evening. Are there any elderly people, babies or handicapped people in the house? With regard to those neighbours, please take care of the rest period.

Waste:

All waste containers will be emptied by the municipal garbage collection. Therefore the waste containers have to be placed near the road. Your neighbours can show you the plan, when it is your turn and where you have to place it. The so called "Abfallfibel" tells you, what rubbish you have to put in the different containers. The "Abfallfibel" is distributed once a year or you can get it in the Bürgerbüro at the town hall. Please let somebody explain you the system of waste separation.

We have brown, blue and grey containers and either yellow containers or yellow bags. Fresh supply of yellow bags you can get at the information in the town hall. The containers are usually for all neighbours, so try to avoid waste.

Where can I find the next container for glasses? _____

Where to deposit electric devices? _____

How about bulky waste? _____

Cleaning of the staircase:

The staircase which is used from everybody in the house has to be cleaned by all neighbours. Probably it will be your turn twice a month, you can ask for it. Make sure you do not forget anything (staircase/basement/laundry/drying room). Sometimes the court also has to be brushed or the street.

Winter and snow:

In winter the snow has to be cleared. From 7:00 to 20:00 the sidewalk in front of your house has to be cleared from snow and ice 1,20 meters – 1,50 meters wide. Same for the way to the waste containers or the parking area. If there is an announcement by the weather service that clear ice is expected you have to salt the sidewalk or use granulate also the evening before. If it is snowing during the day, you will have to clear the sidewalk several times a day. Please ask for snow shovel and the schedule.

Garden

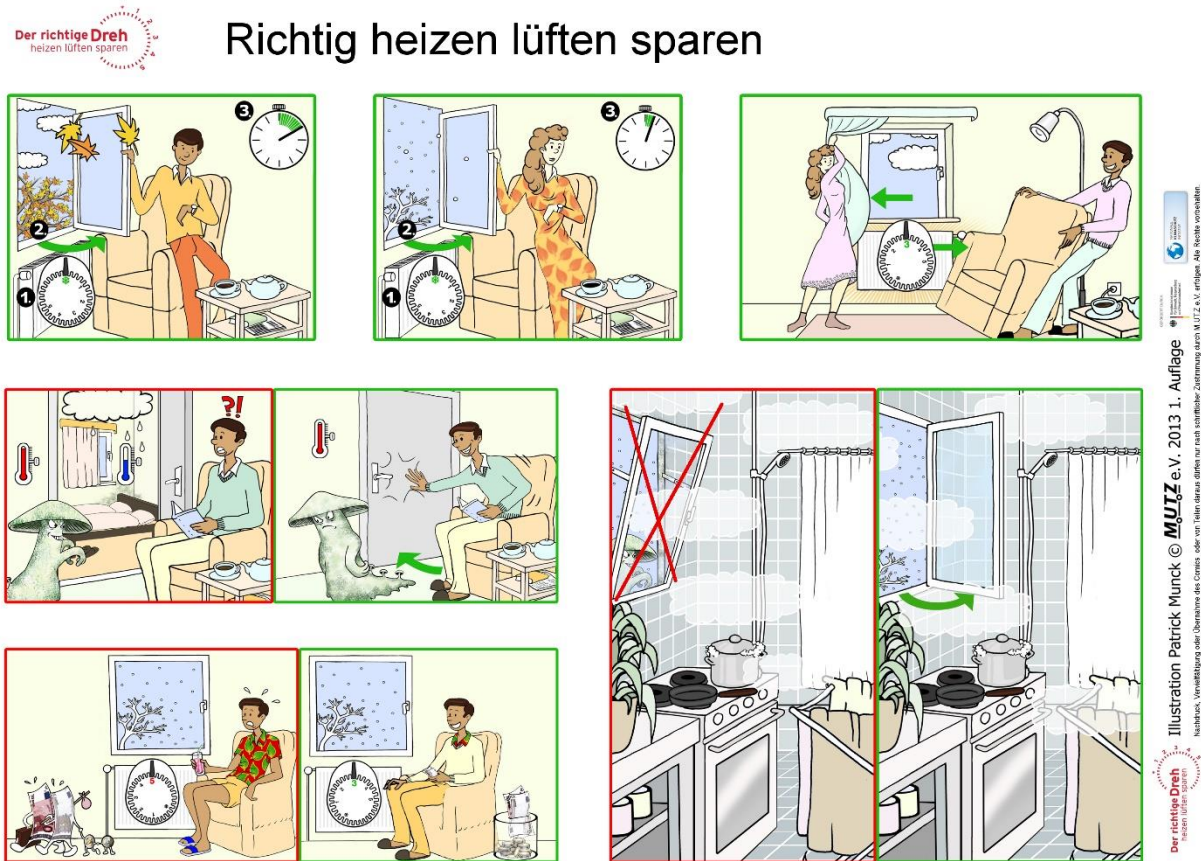
Please ask who is allowed to use the garden and who has to take care for it.

Rundfunkgebühren – Radio and television licence fee

In Germany every household has to pay a fee of 17,50EUR for using radio and television (ARD, ZDF and Deutschlandradio). Persons applying for asyl and persons who receive social welfare can be released of it. Therefore you have to make a special request. Please fill in the form ([Antragsformular](#)) online, print it and sign (!) it and send it to the following address:

ARD ZDF Deutschlandradio Beitragsservice, 50656 Köln

Frequent ventilation and heating to avoid mouldy rooms



http://www.heizenlueftensparen.de/wp-content/uploads/2013/11/Comic_heizen_lueften_DINA4_MUTZeV.jpg

Termination of your tenancy

If you want to move you have to make a notification to the owner of the apartment. Usually there is a notice period stipulated in your tenancy agreement of three month. That means you have to make a written notice three month before you want to move out. Let somebody confirm your notification or send it by registered letter with reply advice (Einschreiben mit Rückschein). Sometimes you might move out earlier if there is a person who wants to rent this apartment earlier.

You have to leave the apartment in the way you agreed to in your tenancy agreement.

Deposit

Once you move out you also make a record and write down everything. If everything is okay, you will get back your deposit. If the deposit has been paid by the Jobcenter or Sozialamt in form of a loan this will be cleared first.

How to separate waste correctly!



Bulky waste collection:
1 €/piece
Registration at Bürgerbüro



Electronic devices

Firma Büttner + Saure
Schwelmer Straße 60 (Anfahrt über den Eichenhofer Weg)
45549 Sprockhövel (Stefansbecke)
Monday - Friday : 8 am – 5 pm