

Studierendenwerk West:Brandenburg

Checkliste für meinen NEU – Einzug in das Studentenwohnheim

I have signed my rental agreement for my place in our student residence. What happens next?



If you do not have a bank account based in the EU

- You must open a German bank account and ensure that you have sufficient funds.
- Studierendenwerk West Brandenburg will debit the rent from your account via SEPA direct debit mandate on approximately the second working day of each month.



Handover of the rental property (place of residence) including all keys

- **When:** Monday to Friday, from 10 a.m. to 3 p.m. – except public holidays
- **Where:** in the caretaker`s office (you can find all contact details on the homepage of the Potsdam Student Union)



- When you move in, a protocol will be drawn up in which any damage/defects that are present when you move in will be noted. You will receive a copy of this protocol.



Internet access in the rental property:

- At some locations, you have the option of obtaining paid access via your university's campus data network.
- If possible, you should conclude the contract for this directly with the university.
- Fees for internet use must be paid directly to the university.



Obligation to register:

- You must register your new place of residence with the relevant registration office within 14 days of moving into the residence hall (registration requirement in accordance with the Registration Act).
- To do this, you will need the landlord confirmation form from the Studierendenwerk West:Brandenburg, which you will receive from the caretaker when you take over the rental property.



Registration with the broadcasting license fee office

- Every household in Germany must pay broadcasting fees.
- Further information—including the amount of the monthly fee and any entitlement to exemption—can be found on the broadcasting license fee website.



Proof of eligibility for housing

- You are required to send your certificate of enrollment/certificate of registration for the following semester to your clerk in the Housing Department (by email) without being asked to do so, in order to prove your housing eligibility.
- Latest date: the start of the relevant semester



Defects in/on your rental property?

- If you notice any damage to your rental property (room/apartment) during your stay, please report it immediately to the caretaker by email.



Sublease

- You must apply for subletting in writing to your responsible administrator and have it approved.
- Your subtenant must meet the criteria set out in the allocation guidelines of the Studierendenwerk West:Brandenburg – see website under Downloads.
- Subletting is possible for a maximum of two semesters.



Contractual terms and conditions of the Studierendenwerks West:Brandenburg

- During the rental period, you are obliged to comply with the provisions of the General Rental Conditions and the house rules of the Studierendenwerk West:Brandenburg.



Termination and moving out of the dormitory

If you want to move out:

- you must terminate your rental contract with Studierendenwerk West:Brandenburg by means of a written declaration signed in the original (please note: **no digital signatures!**).
- The notice periods are specified in the general rental terms and conditions.
- You can download a template for termination on the homepage of the Studierendenwerk West:Brandenburg.



Moving out of the student residence

- It is very important that you return the rental property (your place of residence) in a condition that complies with the contract (cleaned, without damage, etc.)—see checklist for moving out.

We look forward to welcoming you to our student residences and wish you a wonderful time and every success in your studies!

Your Team Wohnen
Studierendenwerk West:Brandenburg
Anstalt des öffentlichen Rechts

