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Everyday life - practical tips

Living

Accommodation

When you arrive you will be given a place to sleep or a room.

This place of accommodation is your home for the duration of the asylum process.

Important: You are not allowed to leave the city!

If you have to leave the city in urgent cases, you absolutely need a **special permit** from the Aliens' Registration Office.

That is called compulsory residence.

Residence obligation applies for three months after registration.

After that, the residence obligation is lifted. You can move freely in Germany.

Rest periods

There are rest periods in the accommodation and everywhere in Germany.

Quiet times need you and your neighbours in the accommodation and in the neighbourhood so that co-existence works and remains harmonious.

You will find the quiet times in the house rules of your accommodation. The House Rules are there to regulate life together.

Please observe the house rules and always respect the rules and quiet times.

Housing benefit

If you and your household (this means family, partner or children – not roommates/housemates) earn a lower amount of money, you can apply for a subsidised flat or house. You need a Public Housing Certificate to be eligible for this. Under certain conditions, you are also entitled to housing benefit. If you receive money from the state for you and your family, you do not usually need to apply for housing benefit.

House Rules

The house rules apply to all residents of the house and regulate their living together. It contains rights and obligations.

The main contents are:

Noise: All residents in the house are responsible for not making noise. You usually have to show special consideration from 13:00 to 15:00 and from 22:00 to 06:00. This is quiet time. On Sundays and public holidays there is a rest period all day. For example, you should not vacuum or listen to loud music during quiet times.

Ventilate: You should open the windows at least 1 time a day to ventilate. This prevents mould from forming, for example.

Waste disposal: Waste must be disposed of in the bins provided. There are different bins for plastic, paper, fruit and vegetables (organic waste) and other waste.

You can find out how to properly separate and sort waste in [several languages at the bottom of](#) the AW SAS page.

Sort waste

[10 sorting-instructions-ukrainian](#)

[9 sorting-instructions-russian](#)

You must sort your waste. There are various options for disposing of your waste (for example bins, containers, recycling centres). Every household has a black, a blue and a green bin as well as the yellow bags. Containers for used glass are located at specific places in your locality.

Black bin - Residual waste

For example:

- Kitchen waste and leftovers from food
- Hygiene waste and nappies
- broken crockery and broken glasses
- Wallpapers
- Ashes
- Light bulbs
- Damaged clothes

Blue bin - paper

- All paper and cardboard waste, for example: Cardboard boxes
- Paper bags
- Gift wrapping paper
- Writing paper
- Newspapers
- Journals
- Brochures
- Books
- Exercise books

Green bin - organic waste

for example:

- natural food scraps (raw, cooked, spoiled)
- Fruit scraps, fruit peels (also from tropical fruits, citrus fruits)
- Eggshells
- Bread and bakery scraps
- Garden waste
- Potted plants
- Cut flowers
- Dairy product residues

Yellow bin

Lightweight packaging -packaging, for example:

- Plastic films
- Plastic bags
- Plastic bottles (without deposit)
- Beverage cans (without deposit)
- Tin cans
- Empty aerosols
- Screw caps
- Aluminium packaging
- Yoghurt cups
- Packaging made of styrofoam
- Milk cartons and beverage cartons

for info:

Everything must be empty

Deposit bottles and Beverage cans with deposit hand in at the bottle machines in grocery shops. For this you have paid money (=deposit) at the time of purchase. You then get this back.

Bottle bank - glass

You dispose of your empty bottles and glasses (without deposit) in the bottle bank. They are located at certain points in your place of residence. There is a specific bottle bank for each glass colour:

White bottles and glasses in white glass

Brown bottles and glasses in brown glass

Green bottles and glasses in green glass

Blue and other coloured bottles and glasses also in green glass.

For info:

Broken dishes must not be placed in the bottle bank.

Returnable bottles and beverage cans with a deposit can be handed in at the empty bottle machines in grocery stores. For this you have paid money (=deposit) at the time of purchase. You then get this back.

Bulky waste

Once a year there is a bulky waste collection at the front door.

Bulky waste can also be handed in free of charge at many recycling centres throughout the year.

Bulky waste includes, for example, mattresses, sofas, tables and chairs, cupboards, bicycles, clothes drying racks, laundry baskets, cleaning buckets, carpets.

For information: Electrical appliances are not allowed in the bulky waste.

Electrical waste

Broken electrical and electronic equipment must not go into the black bin. You hand these in at the recycling centres.

Old clothes and old shoes

Clothes and shoes in good condition can be disposed of via old-clothes-container . They are located in certain places in your neighbourhood. Broken clothes and shoes belong in the household waste in the black bin.

Hazardous waste

Problem waste is hazardous waste, for example medicines, batteries, paint and varnish residues, used oil, spray cans with residues. How and where do I dispose of problem waste?

Recycling centres

At a recycling centre, you can dispose of many things that you don't have a container for at home or that are too big. These include bulky waste, metal waste, electrical and electronic equipment and refrigerators. You must pay for the disposal of certain types of waste. There is a recycling centre in Marburg, it is called Servicehof, address is: Am Krekel 17-21.

Waste calendar

Waste calendars contain the dates for the disposal of your waste (residual waste, blue bin, green bin, yellow bag, bulky waste, problem waste). Waste calendars are free of charge.

This is how you get your waste calendar:

Waste calendars are distributed to each household once a year.

You can obtain a waste calendar from the town hall.

Waste calendars are available online at .

Finding Somewhere to Live

When is it allowed to move into a private flat?

According to section 53 (2) sentence 1 of the Asylum Act, you may move into a private flat if you have received a positive decision from the BAMF and **has been recognised**.

If you have not yet been recognised, you can apply to the Aliens' Registration Office for permission to take up private residence **by way of exception** . The prerequisite is that you no longer require **benefits under the AsylbLG**. Your **livelihood** must be **covered** by your own income or by your spouse. Another prerequisite for a possible permit is that all persons are in possession of a valid passport **or** cooperate in obtaining proof of identity.

If the requirements subsequently cease to apply (e.g. due to loss of employment) and benefits under the AsylbLG are claimed **again, you must move back into asylum**

accommodation.

Flat hunting

If you receive money from the Job Centre, you can move into a private flat, but it has to be cheap. There is a rent cap and also a square metre cap. These limits depend on the respective housing prices of the city/municipality and are listed [here](#) .

The search for accommodation is similar to that of all people:

- Search flats
- Write to the landlord
- View flats
- Sign rental agreement

When a potential flat has been found that meets the specifications, the respective **case** manager of the Job Centre must **confirm in writing** whether the flat can be approved. For this purpose, the landlord or landlady must **first** fill out an **application with the flat data**, which is presented to the case manager.

Since the housing market is unfortunately very prejudiced , it is a good idea for volunteer German native speakers to help and mediate in communication, in letters to landlords and also in viewings of flats. The help of volunteers in finding accommodation is a very elementary help - however, one should be aware that it can be a longer-term process in which one has to "keep at it" and should have the time capacity and frustration tolerance. The Integration Department can also support you in your search.

How to find a flat?

Here you can search for flats:

- Via search engines on the Internet
- In the classified advertising section of daily and weekly newspapers
- In the advertising section of the official bulletins of towns and municipalities
- On information boards in shops
- on social media
- with acquaintances

For info:

You can also create an ad yourself, describing which flat you are looking for. This could result in costs for some search portals.

The three leading portals for flat hunting are:

- [ImmoScout24](#)
- [Immonet](#)
- [Immowelt](#)

All three portals offer individual search requests as a service. These can be generated directly from the last search. The term is one month (Immowelt, price: 14.90 euros), six months (Immonet, free of charge, can be extended and terminated at any time) or unlimited (ImmobilienScout24, free of charge, can be terminated at any time). As soon as a flat matching the search profile is offered, the user receives a notification by e-mail.

In addition, there are other well-known flat search sites throughout Germany or locally:

[Ebay Kleinanzeigen](#)

[Immomio -App](#): Let your home find you instead of you searching for it. With Immomio's rental app, you receive flat offers directly from landlords.

What costs does the rent consist of?

- Base rent: Rent per square meter (sqm) of living space per month. In some cities and communities there is a rent index. From this rent index, you can see the rent per square meter that is customary in the area.
- Service and utility costs: Costs for heating, hot water, cold water, refuse charges, caretaker/janitor and so on (=operating costs).
Base rent + service and utility costs = total rent

Electricity costs as well as costs for **thetelephone** and **Internet must be paid separately.**

For information: Every year you will receive a **service charge statement**. It states the annual additional costs. It may be that you have to pay an additional amount (for example, because you have used more heating than previously calculated). However, it is also possible that you will get a refund (for example, because you used less hot water than previously calculated).

Rental deposit must be paid separately. Sie ist eine Sicherheit für den Vermieter oder für die Vermieterin. Der Betrag für die Kautions beträgt höchstens 3 Kaltmieten. When you move out you will get the damage deposit back if you leave the flat without any defects.

Found a flat, now what?

What do you have to do when you find a flat?

For people with their own income

- Once you have found a flat, you should quickly arrange an appointment to view it. If you do not speak German well, take someone with you who can help you. Ask for the rental costs (cold rent and ancillary costs). Does the size of the flat match the rental price? Are the additional costs reasonable?
- After the appointment, you should quickly give the landlord feedback on whether you want to rent the flat.
- Before you sign the rental agreement, make sure you know how much the rent deposit is (usually 1-3 base rents) and how renovation is regulated.

For people without income on benefits

The tenancy agreement must be submitted to the [Job Centre for approval](#) . There, it is checked whether the flat is adequate. **If approved**, you may **sign the tenancy agreement and move** .

For information: You can find important abbreviations on the subject of tenancy agreements [here](#) .

Mobility

With the public transport system, many relevant places in your place of residence and the surrounding area can be reached easily. A healthy, inexpensive and environmentally friendly alternative to get from A to B is a bicycle.

Public transport

To get to your destination , public transport is available . That is [Bus, U-Bahn und so weiter].

Driving without a ticket, so-called **fare evasion**, is punished! A valid ticket is required for each trip. Otherwise you will pay a large penalty.

[Here](#) you can find public transport in Burgenlandkreis and **timetables**.

Bicycle

If you know that you will be living in Burgenlandkreis for a longer period of time, it is worth buying a bicycle. It is cheaper than using public transport.

Important road rules for cyclists (excerpt):

Always ride on the right-hand side of the road

Do not ride next to each other, but one behind the other

If there is a cycle path, you must ride on the cycle path (always on the right side of the road in the direction of travel).

Only children up to the age of 11 are allowed to use the footpaths by bicycle

It is forbidden to cycle while using a mobile phone

Purchase and repairs: When purchasing, make sure that your bicycle is equipped as follows and is therefore roadworthy. Otherwise you will have to pay a fine if you are stopped by the police.

Front and rear lights

Front and rear reflectors

Reflectors in the spokes (2 per wheel)

Reflectors on the pedals

Bell

Two independent brakes

Lesbian, gay, bisexual, transgender, intersex and queer persons (LGBTIQ+)

"The dignity of the human being is inviolable. To respect and protect it shall be the duty of all state authority. The German people therefore profess inviolable and inalienable human rights as the basis of every human community, peace and justice in the world."

- Basic Law of the Federal Republic of Germany

If someone is persecuted because of their sexuality, this is a recognised reason for asylum in Germany. Persecution means the threat of massive violence, death, imprisonment or other forms of inhumane treatment in the home country because of sexual orientation or gender identity. You can talk about that openly in Germany.

There are many different laws around the world. The laws attempt to regulate sexual relations between people of the same sex. Many of these laws are prohibitions. Mostly, only same-sex sexual behaviour among men is considered.

To whom am I emotionally and sexually attracted?

People's inclinations are different. There are also many sexual orientations.

In Germany, heterosexuality is permitted.

Homosexuality is permitted in Germany.

In Germany, bisexuality is permitted.


In Germany, transsexuality is permitted.

Advice in our vicinity on this topic is available here:

RosaLinde Leipzig e.V.

 [Demmeringstraße 32](#)

04177 Leipzig

 [0341392946722](tel:0341392946722)

Mobile: [01771656454](tel:01771656454)

<http://www.facebook.com/queernl/>

You can also find another counselling centre, meeting place or networks: [→ online](#)

Whether Informations:

Gender identity is as diverse as our society

Cisgender

It means a person can identify with the gender they were born with.

Transsexual

Transsexual people want to change their gender. From man to woman or from woman to man. You have the feeling that you have landed in the wrong body. Some people therefore decide to undergo gender reassignment via hormone therapy and surgery.

Intersexual

In intersexual people, the physical characteristics such as the genitals or the chromosomes cannot be clearly assigned to a gender. Intersex children are often operated on for gender while they are still babies.

Sexual orientation is also as diverse as our society

Heterosexual

Man loves woman and woman loves man.

Gay / Gay

Men are emotionally and physically attracted to men.

Gay / lesbian

Women are emotionally and physically attracted to women.

→ Important to know about same-sex marriage: scientific studies prove that there is nothing wrong with children.

Bisexual

Sometimes sexual orientation is not linked to gender at all. In this case, a man or woman is emotionally as well as sexually attracted to both sexes.

Asexual

Asexual people feel no or very little sexual attraction to other people. Nevertheless, they can naturally fall in love and become emotionally attached. But they don't have sex.

Omnisexual / pansexual

Man or woman? Who cares! If you don't care whether the person you find attractive is a man, a woman or transsexual, you can call yourself omnisexual or pansexual. What counts for you are factors that are independent of gender, such as character, personality or charisma.

Androsexual

Androsexuality basically refers only to sexual attraction to men. The gender of the person who is androsexual does not play a role in this term. Rather, masculine qualities count.

Gynosexual

Gynosexuality is the opposite of androsexuality: It means sexual attraction to women or persons with female attributes. As with androsexuality, the sex of the person does not play a major role.

Autosexual

Autosexual people are attracted to themselves.

Demisexual

Demisexual people only feel sexual arousal when there is a strong emotional bond between them and another person.

🌈 Many LGBTQI* people have fled their countries of origin due to discrimination and travelled to Germany. If you are a refugee who is lesbian, gay, bisexual, transgender*, queer or intersex*, you can find support, community and social contact and information from the many LGBTQI* organisations in Germany. At the project "Queer Refugees Germany" you can find their contact details as well as further information:

Lesben- und Schwulenverband in Deutschland (LSVD) (Lesbian and Gay Federation in Germany)
"Queer Refugees Deutschland" project

🌐 www.queer-refugees.de

@ queer-refugees@lsvd.de

Money, contracts and insurance

Health Insurance

If you start working in the Burgenlandkreis, you have to take out private or statutory health insurance. **Any** health insurance in Germany can be requested.

The AOK Burgenlandkreis requires the following documents for registration:

- Copy of the employment contract
- Copy of passport
- Registration certificate from the residents' registration office

Still needed for families:

- Copy of the marriage certificate
- Birth certificates of the children

The AOK advisors will fill out the application for admission together with you.

Please make an appointment with your advisor:

- For the Naumburg area: Kathrin Beyer, 0152-01563444
- For the Weißenfels area: Grit Vogler, 01520-1563322
- For Zeitz area: Mirko Reichert 0152/01563458

Family benefits

Family benefits

Germany has a very good social system. This means: The working part of the population pays taxes. Part of the taxes is used for social purposes. People who do not have a job or do not earn much money can apply for money from the social system.

[Here](#) you can find out which benefits you are entitled to.

Parental allowance

Mother and father get parental money if they stay at home with their small child after birth. One gets a maximum of 12 months, the other two. Mother and father can also share the months differently. How much parental allowance you can get depends on your salary. They can claim parental allowance if they have a [settlement](#) or [residence permit](#) in Germany. You can find more detailed information in German, English, Turkish and Russian [here](#).

Child benefits (Kindergeld)

All parents are entitled to child benefit. Entitlement to child benefit starts at the birth of your child and lasts at least until the child turns 18. Your child's birthday. In certain cases, the child allowance is paid for longer.

The children's money is intended to provide for children, for example food, clothing or toys. This primarily supports those families who have no income at all or a low income.

The amount of the child allowance depends on the number of children.

You can find more detailed information in German, English, Turkish and Russian [here](#).

Contracts and mobile phones

Contracts

Very important: Never sign something that you have not understood or been able to read. Otherwise, you may sign a contract or agreement that requires you to pay something. It is sometimes very difficult to undo this. Always check and compare several offers and decide at your leisure. Do not let anyone push you for a signature.

Mobile phones

In Germany, there are two different types of mobile phone contracts: **pre-paid contract** and **fixed-term contract**. The prepaid contract does not have a fixed term. The fixed-term contract has a minimum contract period. This contract is automatically renewed if you do not cancel. If you do not want the contract to be automatically renewed, you must cancel in writing. Pay attention to the deadline.

10 important questions for the conclusion of a contract:

- What is the basic fee? Does the fee increase after a certain period?
- Is there a minimum monthly fee?
- How long is the contract (e.g. 12 or 24 months)?
- If I don't terminate the contract, will it be renewed automatically?
- When do I have to cancel if I do not want to extend the contract?
- How much are the fees for setting up, changing or deactivating?
- What is the billing cycle (60/1, 10/10)?
- How much does a minute cost (different/own network)?
- What are the costs for buying a mobile phone with and without a contract?
- How much does Internet access cost?
- How much do phone calls abroad cost? The volunteer guardians in your city can help you if you are in doubt.

Current Account (Girokonto)

What is a current account

A current account is an account for people who want to make payments through the bank. Your money is available in your current account (Girokonto) at any time. Make sure you have enough money in your account for all withdrawals and payments.

With a current account you can:

- Execute transfers
- Receive cashless payments (disbursements from agencies/authorities/social benefits are often cashless, meaning they are transferred directly to a personal current account (Girokonto))
- set up standing orders
- Use direct debit services
- Cash a cheque, make cashless payments with an EC/Maestro card
- withdraw money at the bank counter or an ATM
- print your bank statements

Opening an account

Decide which bank you want to open an account with. Make an appointment to open the account. Please bring one of your identity documents with you: "Ankunftsnaehweis" (proof of arrival), "Aufenthaltsbewilligung" (residence permit), identity card. If there is no current address on the identification document, please also bring a certificate of registration or a comparable document.

- Once the account has been opened, you will receive an EC card with a four-digit PIN code. Sign the back of the EC card and memorise your PIN code. You will need the PIN code for cashless payments and to withdraw money from ATMs. **Make sure you keep your card and your PIN code separate!**

- If you wish to withdraw cash, it is best to use the ATM of the bank where you have your account. Withdrawals are then free of charge. If the PIN code is entered incorrectly three times at the ATM, the EC card is withdrawn and blocked. In this case you must ask your bank.
- If you lose your EC card or it is stolen, have it blocked immediately. Tell them your sort code and your account number. Then ask your bank for a new EC card.

[116116](#)

Around the clock.

Different banks offer current accounts with different conditions. Find out exactly how much a current account costs each month and what services the bank offers for it.

If you do not speak German or English, please bring an interpreter with you.

Taxes and tax returns

What are taxes

Your income in Germany will be taxed. If you have an employer (i.e. are "angestellt"), you will receive the net sum of your salary from your employer – in other words, your taxes have already been deducted. If you are self-employed, you need to calculate your taxes yourself.

Since taxes are levied at a flat rate, a **tax refund** is often possible with the help of professionals. It is advisable to seek personal advice from local income tax assistance associations or tax consultants.

Some contact persons in your area

Naumburg:

<https://www.vlh.de/bst/9462/>

<https://lohnsteuerfuchs.de/termine-online-buchen/>

<https://www.webadresse.de/lohnsteuerberatung-naum...>

Weißenfels:

<https://www.steuerring.de/arbeitnehmer-steuererkl...>

<https://www.webadresse.de/lohnsteuerberatung-weis...>

<https://www.vlh.de/bst/9176/>

Zeitz:

<https://www.steuerring.de/arbeitnehmer-steuererkl...>

<https://www.brune-bastian.de/>

Tax ID number

The tax ID is an 11-digit number and is used for income tax purposes. The employer needs this number. If you do not have this number in your records, you can ask for it in person at the registration office or in writing at the Federal Tax Office.

Personal liability insurance

Personal liability insurance

Even if you cause damage to a person in Germany without intending to do so, you must pay compensation under the law. This applies to personal injury, property damage and financial losses in the private sector. For example, if you cause a traffic accident or if your child breaks a window pane with a ball.

In Germany, you can take out a **personal liability insurance policy** that pays for these damages for you and your family/children. You can decide for yourself whether you want to take out this insurance. But we strongly recommend it.

If you need help, you are welcome to contact the Integration Department or the volunteer support group in your city.

Important abbreviations

1. OG = "Erstes Obergeschoss". English: first floor.

Fig. = Illustration

Abbr. = Abbreviation

Para. = Paragraph

App. = "Appartement". English: flat, apartment

Ref. = Designation

BGB = German Civil Code

Ex. = Example

e.g. = for example

bzgl. = regarding

or = respectively

ca. = circa (=about)

DB/D' bath = shower bath (shower only, no bathtub)

i.e. = that is

dt. = german

EBK = "Einbauküche". English: fitted kitchen

EDP = Electronic Data Processing

EG = "Erdgeschoss". English: ground floor

etc. = et cetera (=and so on)

evtl. = possibly

FAQ = Frequently Asked Questions

ff. = following (=on the next pages)

if necessary = if applicable

HK = "Heizkosten". English: heating costs.

i.d.R. = as a rule

inkl. = "inklusive". English: including

Kaut. = "Kaution". English: deposit.

max. = maximum

m.E. = in my opinion

min. = minimum

Million = million

MM = "Miete pro Monat". English: monthly rent.

Billion = billions

VAT = Value Added Tax

NK = "Nebenkosten". English: service and utility costs

No. = Number

or similar = or similar

o.ä. = or similar

o.g. = named above

sqm = m² = square metre

rd. = round

S. = Page

s. = see

s.a. = see also

SGBII = Social Code (SGB) Book Two (II) - Basic Security for Job Seekers

s.o. = see above

sof. frei = immediately free

s.u. = see below

so-called = so-called

teilmbf. = "teilmöbliert". English: partially furnished.

Tel. = Telephone

among others = among others

etc. = and so on

u.v.m. = and much more

v.a. = above all

cf. = compare

WBS = Wohnberechtigungsschein

WG = "Wohngemeinschaft". English: a flat or house or apartment shared by several people who are not all part of the same family

Whg. = "Wohnung". English: flat, apartment, home, house

Wohnfl. = "Wohnfläche" English: living area.

e.g. = for example

Zi. = "Zimmer". English: room

ZKB = "Zimmer-Küche-Bad". English: room and kitchen and bathroom

z.T. = partly

plus = plus