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Living in Ingolstadt

General information on the topic of "Finding a flat"

Finding a flat is difficult. Unfortunately, this is the case everywhere. You need patience and will probably have to search for a long time. You can find general information about finding accommodation and housing in several languages in the P <u>handbook Germany</u> and at the EU <u>Equal Treatment Centre</u>.

Rent and rental agreement

You have found a flat. Congratulations. You are renting this flat from a person. This person is your landlord or landlady. You sign a contract with this person. The contract says that you are allowed to live in the flat. It is called a tenancy agreement. The tenancy agreement regulates the rights and obligations. You have rights and obligations. And your landlord or landlady has rights and obligations. For example, you have to pay money every month. This is the rent. Your landlord or landlady must leave the flat to you. He or she must also take care of repairs to the flat.

The tenancy agreement is an important document. It states the price of the flat. It also states whether you are allowed to smoke or do laundry in the flat. Everything is set out in writing in the contract. Don't understand something in the contract? Ask about it. It's best to do this before you sign the contract.

The rent consists of the net rent and the service charges. You also pay the service charges every month. This is how you pay running costs. These include the cleaning of the stairwell or the garden labourer. You also pay for <u>rubbish collection</u>. These service charges are shared by all residents of the building. People with larger flats pay more.

Only you have a key to your flat. Take good care of your key. Have you lost the key? Then a locksmith will have to come. A locksmith can be expensive. Sometimes the landlord or landlady needs access to your home. Sometimes other people also need access to your home. You need to be informed about the visit. This is often done by post or telephone. This may be particularly necessary if a tradesperson needs to enter your home. They want to repair something in your home. Or the municipal utilities or your energy supplier need to read how much water or electricity you have used.

Do you want to give notice?

Germany protects tenants and landlords. You can't simply give notice overnight. You must give your landlord or landlady at least three months' notice. Always give notice of cancellation in writing. Have your cancellation confirmed. Do you need help? Then go to your <u>help centre</u>. The tenants' association can also help. But you will have to pay money.

House rules

In cities, several people often live in one house. Rules are needed so that they can live well together. These rules are laid down in the house rules. Quiet hours are particularly important in Germany. Have a look at your house rules to see what time of day it has to be quiet. This is often the whole of Sunday. On other days, this is often from 10 pm. Make sure you are not too





loud. Are people in the neighbourhood too loud? Then speak to them. Ask them to turn down the music or television.

Waste disposal, recycling, waste separation and deposits

Why is waste separation important?

Waste separation means that different types of waste are collected and recycled separately. In Germany, waste separation starts directly with the consumer. This means that every household has to sort its own waste and throw it into different bins and containers. The majority of waste in Germany is recycled and composted, which conserves resources and protects the environment. Basically, avoiding waste is still the easiest way to do something about the growing mountains of rubbish.

If you throw something in the wrong bin, the employees or sorting facilities at the recycling centres have to sort it again. If we all sort correctly, we can avoid this effort, reduce costs and do something for the environment.

What goes in which bin?

Put your waste in the correct bin or yellow bag. We only empty correctly filled waste bins. Only then can the waste be disposed of correctly. In the meantime, store the waste in your garage or cellar, for example. You can find out when which waste is collected in the "<u>waste calendar</u>", which you can find in your letterbox every year or collect from the town hall.

 \bigcirc Only certain rubbish may be thrown into each bin! Here you can find out which rubbish belongs in which bin in Ingolstadt:

Separate waste correctly

Packaging and plastic in the yellow bag

Recyclable packaging goes in the yellow bag. This must be made of plastic, metal or wood. Not for paper, cardboard or glass.

Glass

This belongs in the bottle bank: Emptied white and coloured glass, e.g. disposable bottles and jars. Please separate by colour.

This does not belong: Anything that is not made of pure glass, including ceramics or porcelain (both belong in the residual waste bin).

Broken electrical appliances and hazardous waste to the recycling centre

Must go to the recycling centre:

- Waste that does not fit in the rubbish bin
- All broken electrical appliances





· Hazardous materials such as old batteries, energy-saving light bulbs or chemicals

Disposal at the 10 recycling centres is **free of charge**. You have to pay to drop off green waste. You can find out which recycling centre accepts which items on the linked page: <u>Recycling</u> <u>centres</u>

Used items in good condition

- can be bought and sold in second-hand shops or at flea markets.
- You can also take them to the <u>Caritas market</u> in the Ingolstadt/Gaimersheim industrial estate free of charge.

Bulky waste

Items that are too large to be disposed of with residual waste are sent to bulky waste:

- · Furniture such as sofas, chairs, cupboards, tables, wooden shelves, bed frames,
- mattresses, slatted frames, duvets,
- floor coverings, carpets,
- garden furniture,
- large toys,
- camping furniture,
- pushchairs,
- bobby cars,
- inflatable boats,
- plastic buckets,
- small animal pens,
- individual car seats etc.

We collect your bulky waste up to twice a year free of charge. Please make an appointment with us by telephone. However, please allow for a waiting time of at least 6 weeks. If you live in a block of flats, only the property management can order a bulky waste collection.

 $\mathbf{\hat{V}}$ Find out how it works <u>here</u>.

<u>In the flyer</u> you will find a detailed overview of the waste that belongs to bulky waste. You can also see which waste does not belong in the bulky waste.

Do I have to separate the waste?

Yes, waste separation is mandatory in Germany. Everyone must separate their waste correctly and put it in the right bins. If you do not adhere to the rules on waste separation, your landlord or landlady can give you a warning. If you do not change your behaviour, you may even lose your flat. Your landlord or landlady will also charge you for the costs incurred as a result of incorrect waste separation. If you own your own home, incorrect waste separation will increase your waste disposal bill. Incorrect waste separation is also an offence. If you are caught, you will have to pay a fine. If you repeatedly fail to separate waste or separate it incorrectly, this fine can even amount to several hundred or thousand euros.



What do I need to know about "deposits"?

In Germany, there is a so-called "deposit obligation" for certain beverage containers. If you buy plastic and glass bottles or drinks cans in the supermarket, you pay a few cents more for them. If you return them empty later to the empties collection point in a supermarket (usually a vending machine), you get this money back. This is called a "deposit". There are two different types of these special bottles:



On **disposable bottles** (which are recycled) you will find a square sign with a can and a bottle surrounded by an arrow. This is the logo of Deutsche Pfand-System GmbH. You will receive a 25 cent deposit back on bottles or cans with this symbol.

On **returnable bottles** (which are washed and refilled) you will either find no labelling at all, a "blue angel" or the words "returnable (bottle)", "returnable bottle" or "deposit bottle". You get a 15 cent deposit back for returnable bottles. For beer bottles it is 8 cents.

 ${igtrianglesize}$ Beverage cartons are deposit-free. Empty cartons belong in the yellow bag.

 \bigcirc If you don't have the time or inclination to return your deposit bottles yourself, you can also place them in a clearly visible place next to a rubbish bin on the street. There are many people in Germany who collect these bottles to earn a little extra money.

Energy and environment

You need gas and electricity for your home. You use these to operate various appliances. You probably cook with electricity or gas. Your washing machine also needs electricity. And your mobile phone anyway. Some appliances consume more than others. That's why you should always pay attention to energy consumption when buying a new appliance. Many appliances draw power in standby mode even though they are actually switched off. The best antidote is a switchable power strip. With just one click, several appliances can be disconnected from the power supply.

In many houses, the heating works with gas. You often pay your supplier monthly in advance. Then the bill is recalculated once a year. Sometimes you have to pay extra. Sometimes you get money back. If electricity and gas are expensive, it's worth saving money every month. Then you will have enough money if you have to pay extra.

 \mathcal{P} If you use energy sparingly, you will save money. It's also good for the environment. You can also read about how to heat, ventilate and save energy properly <u>here</u>.

You mainly need water in the bathroom. But also in the kitchen, for cooking and washing up. Saving water pays off in several ways. You will pay less for water, waste water and the energy used to heat the water.

Q Tips for saving water: Install an energy-saving shower head. Take a shower instead of a bath. Repair dripping taps. Install a flush-stop button in the toilet.

You can find more tips and useful information at the consumer advice centre.



Stadt Ingolstadt



Buying new appliances

Always pay attention to the energy label when buying new appliances. This shows you how efficient the new appliance is. The energy label can be found on a wide variety of products. For example, on light bulbs, washing machines, televisions and heaters. Energy efficiency classes and information on product features such as electricity and water consumption or volume make it easy to compare different appliances. Energy-efficient appliances can save several hundred euros per year.

 \bigcirc There is an app for the energy label. It helps to compare energy-relevant information on selected products. The app provides further information on the efficient use of appliances. The app is available free of charge in German and English in <u>Google Play</u> and the <u>Apple App Store</u>.

Broadcasting fees

Independent reporting is very important. Germany has independent radio, television and online programmes. ARD, ZDF and Deutschlandradio offer this. They report free from economic and political influences. Everyone pays money for this. This is called the licence fee.

The law stipulates that a licence fee must be paid for every home in Germany. However, only one person per home has to pay the licence fee. This costs €18.36 per month. The money must be paid to the ARD, ZDF and Deutschlandradio contribution service. You can find more information in the following information sheet. Here in plain language. Alternatively on the broadcasting licence fee website. The website is available in several languages.

Some people can be exempted from paying the licence fee. For example, if you receive benefits under the Asylum Seekers' Benefits Act or other social benefits. An application must be submitted for exemption from the licence fee.

You can find the application for exemption here.

Housing benefit

What is housing benefit?

Housing benefit is a state subsidy towards housing costs for low-income households. It can be applied for by tenants and owners.

- **Tenants** can apply for**a rent subsidy**, even if they are subletting or living in a care home.
- Owners of owner-occupied flats or owner-occupied homes receive a**burden subsidy** as assistance.

 \mathcal{P} You can calculate your possible entitlement here without obligation: Ingolstadt housing benefit calculator

How can I apply for housing benefit?

- Online: <u>Housing benefit application online</u>
- By post: to the address of the housing benefit authority (see under Contact).
- House letterbox: drop it in the authority's letterbox (see under Contact).





• E-mail: wohngeld@ingolstadt.de

Do I need an appointment?

 \mathbb{Q} An appointment is not necessary, but you can make an appointment <u>online</u> if required.

What do I need for the application?

- **Basic data:** Copy of ID card or passport, residence permit, school certificate (for children aged 15 and over), certificate of severe disability, negative certificate (for new arrivals).
- **Proof of income:** Certificate of earnings, pension certificate, certificates of unemployment benefit or sickness benefit, proof of child benefit, alimony, parental benefit, and other income.
- For rent subsidy: Tenancy agreement, bank statements of rent payments.
- For encumbrance allowance: purchase contract, loan agreement, property tax assessment notice, extract from the land register.

Who can receive housing benefit?

• **Eligible:** Tenants, owners of residential property, residents of retirement and nursing homes, pensioners, students (without BAföG), recipients of unemployment benefit and short-time working allowance. Trainees without vocational training allowance (BAB).

Not eligible:

- People who already receive other social benefits. For example: If you and your family receive citizen's allowance or basic income support. The costs of accommodation are already taken into account here. As a rule, you do not need to apply for housing benefit.
- Students and trainees: You receive BAföG or vocational training allowance (BAB)
- Whether you are entitled to housing benefit and if so, how much, depends on the number of household members, the amount of household income and the amount of rent/burden.
- Household members include spouses, partners, children, parents or siblings if they live in the same household.

Housing benefit plus

Since 1 January 2023, the Housing Benefit Plus Act has made more people eligible. Housing benefit now includes a heating and air conditioning component.

When and what do I have to report to the housing benefit authority in the event of changes?

Notification obligations of the applicant: If

- the total income increases by more than 15 per cent or decreases by more than 10 per cent
- the rent is reduced by 15 per cent
- the number of household members to be taken into account is reduced or increased
- · there is a move to another dwelling





- the receipt of transfer benefits by individual household members (citizen's allowance, basic income support, social assistance) changes.
- the rent increases by more than 10 per cent
- or the burden increases by more than 10 per cent minus the total amount for relief on heating costs

The housing benefit is recalculated. This can also lead to a reduction or cancellation of the housing benefit entitlement (§ 27 Para. 2 WoGG).

The reassessment usually takes effect at the beginning of the following month.

 \bigcirc For further information, please visit the <u>website</u> of the City of Ingolstadt or contact the Housing Benefit Office.

Contact

Office for Social Affairs - Housing - Housing Benefit Office QAuf der Schanz 39 85049 Ingolstadt

▲<u>+49 (0</u>) 84130550165 **@**w <u>ohngeld</u> @ingolstadt.de **@**www.ingolstadt.de/Wohngeld

 \mathbb{Q} A personal appointment is NOT required for an application.

©Opening hours

Monday 08:00 a.m. - 12:30 p.m., 1:30 p.m. - 4:00 p.m. Tuesday 08:00 a.m. - 12:30 p.m., 1:30 p.m. - 4:00 p.m. Wednesday 08:00 a.m. - 12:30 p.m. Thursday 08:00 a.m. - 12:30 p.m., 1:30 p.m. - 5:30 p.m. Friday 08:00 a.m. - 12:30 p.m.

Available by telephone

Monday 08:00 a.m. - 11:00 a.m. Tuesday 08:00 a.m. - 11:00 a.m. Wednesday: 08:00 a.m. - 11:00 a.m. Thursday: 14:00 - 17:30 Friday: 08:00 am - 11:00 am

Housing entitlement certificate and notice of reservation

There is subsidised social housing in Ingolstadt. These flats are often cheaper and intended for people with low incomes.

Information and documents can be <u>found here</u>.

A certificate of eligibility for subsidised housing (WBS)

is a document that shows that you are entitled to live in subsidised housing. You will receive the WBS from the housing office if your income does not exceed certain limits. All income in the





household counts.

The housing entitlement certificate is valid in the respective federal state.

A notice of reservation

is different. It means that you are on a waiting list for a flat. This means that you will not get the flat immediately, but you will be notified when a suitable flat becomes available. The Vormerkbescheid does not give you a right to a flat, but only the prospect that you could be put forward for a flat in the future.

To summarise:

- Housing entitlement certificate (WBS): Entitles you to apply for a subsidised flat.
- Vormerkbescheid: Puts you on a waiting list for a flat for which you could be put forward at a later date.

Foreigners, refugees and migrants can also obtain a Wohnberechtigungsschein (WBS).

They must fulfil certain conditions for this:

- **Residence status:** you need a permit valid for at least one more year to be in Germany. This can be a residence permit or a settlement permit. Asylum seekers with a tolerated stay permit often cannot obtain a WBS.
- **Income limits:** Your income must not exceed certain limits. These limits are different in each federal state.
- **Residence:** You must live in the city or federal state in which you are applying for the WBS. Recognised refugees with a residence permit often have the same rights as German citizens and can also obtain subsidised housing. However, there may be different rules in each federal state.

To summarise:

- You need a residence permit valid for at least one year.
- Your income must be below certain limits.
- You must have a permanent residence in the city or federal state where you are applying.

 \mathcal{P} A Vormerkbescheid can also be issued to foreigners, refugees and migrants if they fulfil these conditions and wish to be on the waiting list for a flat.

Office for Social Affairs - Housing - Housing Entitlement Certificate **Q**<u>Auf der Schanz 39</u> 85049 Ingolstadt

\(\frac{+49 (0}{2}\)) 84130550160
 \(\frac{2}{3}\)
 \(\frac{1}{3}\)
 \(\frac{1}{3}\)

 \mathbb{Q} It is NOT necessary to make an appointment in person to apply.





©Opening hours

Monday 08:00 a.m. - 12:30 p.m., 1:30 p.m. - 4:00 p.m. Tuesday 08:00 a.m. - 12:30 p.m., 1:30 p.m. - 4:00 p.m. Wednesday 08:00 a.m. - 12:30 p.m. Thursday 08:00 a.m. - 12:30 p.m., 1:30 p.m. - 5:30 p.m. Friday 08:00 a.m. - 12:30 p.m.

The application can be submitted in the following ways

- by post to the address shown opposite
- by dropping it in the house letterbox
- by e-mail to sww@ingolstadt.de or
- Submit the application online

 \mathcal{P} You can download the form for the WBS/Vormerkschein <u>here</u>.

 \mathbb{Q} Further information, for example on costs or deadlines, can be found <u>here</u>.

Help with housing problems, help with imminent homelessness, help for the homeless

Housing problems - time to act

If you have problems with your landlord or are unable to pay the rent or service charges, you could end up in debt or be evicted, and ultimately homeless. Don't wait until it's too late! Seek help quickly while you still have the chance to change things. There are various options for counselling and support.

 \mathcal{O} You can find the <u>brochure "Keeping your home"</u> here.

Definition of terms

Sou have no accommodation? Do you have to or will you have to spend the night on the street? Then you are **homeless** and must be provided with accommodation. This accommodation must meet the requirements of humane accommodation. The basic right to physical integrity must be respected.

&A person is**homeless** if they do not have a secure tenancy agreement or appropriate residential property. Or who is only institutionally housed.

Anyone at risk of losing their home due to a landlord's notice to quit or an eviction action is at risk of homelessness.

Help from the local authority

The local authority can provide you with various forms of assistance:

- If you are threatened with losing your home
- and you are unable to find new accommodation on your own,





• or you have become homeless due to a sudden event.

Excep your flat brochure.PDF

What do I have to do?

People living or staying in the Ingolstadt area who are threatened with homelessness

- should contact the City of Ingolstadt's specialist centre for the prevention of homelessness as soon as possible
- You must do everything you can to keep your current home or find a new one
- should contact the housing office of the city of Ingolstadt to apply <u>for a housing entitlement</u> <u>certificate</u> and/or <u>housing benefit</u>.

City of Ingolstadt - Specialist centre for the prevention of homelessness and homelessness

QAuf der Schanz 39 85049 Ingolstadt

60841-305 50 205, -305 50 206, -305 50 207

0841-305 50 239 Object of the sensilife of the sense of

- Have you just lost your flat?
- Do you have problems with your landlord?
- You owe rent or energy bills or have received an eviction notice from the court (yellow letter)?
- Have you been homeless for a long time and need a place to sleep?

 \mathcal{O} Contact the City of Ingolstadt's specialist centre for the prevention of homelessness.

The specialist centre will help you clarify the problems with your home. If you are currently homeless, the city of Ingolstadt will provide you with a place to sleep.

\mathbf{Q} Important: The specialist centre does not arrange housing.

SYou can come to these consultation hours without making an appointment:

Monday 08:00 - 09:00, 14:00 - 15:00 Tuesday 08:00 a.m. - 09:00 a.m., 2:00 p.m. - 3:00 p.m. Wednesday 08:00 a.m. - 09:00 a.m. Thursday 08:00 a.m. - 09:00 a.m., 2:00 p.m. - 3:00 p.m. Friday 08:00 am - 09:00 am, 11:00 am - 12:00 pm

 $\ensuremath{\mathbb{Q}}$ Bring a valid ID and all your documents relating to your current housing situation.





 \mathcal{O} You can also arrange a separate consultation appointment outside of office hours.

 \mathbb{Q} If you do not speak German or English, please bring a translator with you.

Important contact persons

Ingolstadt and surrounding area tenants' association

♥<u>Mauthstrasse 2</u> 85049 Ingolstadt

<u>0841 17744</u>

i

0841 17734 @i <u>nfo@mie</u> terverein-ingolstadt.de @www.mieterverein-ingolstadt.de

You must be or become a member and pay a fee.

Who can become a member?

Any tenant can become a member. A tenant is anyone who has concluded or signed a tenancy agreement. Only one person can become a member. You can view the membership fees on the homepage.

How do I become a member?

The easiest way is to join online. Or you can come to our office at Mauthstraße 2 during office hours and fill in the membership application form.

What do I get in return?

Our experienced legal advisors and lawyers will advise you free of charge on all matters relating to tenancy law:

- Operating cost statements
- Housing defects
- rent increase
- Tenancy agreement
- Landlord cancellation
- Rent deposit
- Cosmetic repairs
- Tenant newsletter: You can also receive the tenant newsletter as an online edition or in traditional paper form.
- Legal expenses insurance for tenants: A strong legal expenses insurance policy will help you if you have to go to court.





• Information and public relations work: We give presentations. We influence politics through our state and federal association.

There are also opportunities for further support:

St Francis Street Ambulance

♥<u>Moritzstr. 2</u> 85049 Ingolstadt

<u>0841 14 28 784</u>
@b <u>ruder-m</u> artin-ambulanz@web.de

@w <u>ww.stra</u> ssenambulanz-ingolstadt.de

Opening hours: Monday to Friday 09.00 - 17.00

At the street outpatient clinic you can get cheap food, take a shower and do your laundry. They receive medical and nursing care and are supported in many areas.

Villa Johannes - Caritas district centre Ingolstadt

Q<u>Gaimersheimer Street 15 ½</u> 85057 Ingolstadt

<u>0841 309-177</u>

0841 309-179 @v <u>illa-jo</u> hannes@caritas-ingolstadt.de €h <u>ttp://w</u> ww.villa-johannes.de

© Opening and consultation hours: Monday 08:00 - 16:00 Tuesday 08:00 - 16:00 Wednesday 08:00 - 16:00 Thursday 08:00 - 16:00 Friday 08:00 a.m. - 13:30 p.m.

Villa Johannes is a day centre for people suffering from addiction. The centre offers a low-cost breakfast and lunch, activities and practical help such as the use of washing machines. You will also receive counselling and support on all aspects of addiction.

Café NeuHaus - SkF Ingolstadt e.V.

Schrannenstr. 1a 85049 Ingolstadt

\$0841 93755-0 **@**c <u>afe.neu</u> haus@skf-ingolstadt.de





www.skf-ingolstadt.de/cafe-neuhaus

© Opening hours Monday 09:00 a.m. - 11:30 a.m., 1:00 p.m. - 5:00 p.m. Tuesday 09:00 a.m. - 11:30 a.m., 1:00 p.m. - 5:00 p.m. Wednesday 09:00 a.m. - 11:30 a.m., 1:00 p.m. - 5:00 p.m. Thursday 09:00 a.m. - 11:30 a.m., 1:00 p.m. - 5:00 p.m. Friday 09:00 a.m. - 11:30 a.m., 1:00 p.m. - 5:00 p.m.

Café NeuHaus offers all women who are about to lose their home or are acutely homeless and living on the street a safe place.

Here you will find counselling, exchange, peace and support. From women for women. You can not only drink coffee and eat cake, but also do laundry, receive mail or get counselling. The café staff can also help you with administrative matters. <u>Women's café flyer</u>

Railway station mission Ingolstadt main station

♥ <u>Station street 8</u> Central Station / Platform 1 85051 Ingolstadt

60841 309-500

0841 309-509 @b <u>ahnhofs</u> mission@caritas-ingolstadt.de @www.bahnhofsmission.de

Opening hours:

Monday 09.00 a.m. - 5.00 p.m. Tuesday 09.00 a.m. - 17.00 p.m. Wednesday 09.00 a.m. - 5.00 p.m. Thursday 09.00 a.m. - 5.00 p.m. Friday 09.00 a.m. - 5.00 p.m.

Saturday and Sunday closed. Also closed on public holidays and on 24 and 31 December.

The station mission helps if you

- are exhausted.
- are hungry or thirsty.
- are injured, ill or weak.
- something is bothering you and you are looking for support or advice.
- need a moment of reflection, with yourself or with your faith.





- you can't find a place to change or breastfeed your child.
- have damaged your clothes due to a mishap.
- urgently need to make a phone call.
- have no place to sleep.
- have been robbed.

 \mathbf{Q} The station mission also offers travel assistance on regional routes within Bavaria.

Financial assistance for housing from the job centre

Who receives financial assistance for housing from the Job Centre?

You can find out who can generally receive financial assistance from the Job Centre and how you can apply for benefits here: Jobcentre

An additional application is required for some benefits. Please contact the Job Centre by phone or e-mail first to find out about your specific request.

Costs for accommodation

The job centre will cover the cost of your rent as well as the running costs and heating costs for your home.

In Ingolstadt, there are fixed upper limits for rental costs that can be covered by the job centre. The permitted amount of rental costs varies from place to place and depends on various factors. You can find out how high the rental costs may be in Ingolstadt here: Rent limits in Ingolstadt. The amounts stated refer to the basic rent. Costs for heating and hot water as well as ancillary costs are taken into account separately and paid in the actual amount.

 \bigcirc Costs for electricity, internet and television are not taken into account separately by the job centre. You must pay these costs yourself from the general Job Centre benefits.

 \mathcal{P} If you receive financial benefits from the Jobcentre, you can be exempted from the licence fee. You can find out more here: <u>Broadcasting licence fee</u>

Relocation

If you need support when moving and renting a new flat, you must first check whether the rent for the new flat is reasonable. If the flat is not in Ingolstadt, you must ask the job centre that is responsible for the location of the new flat. It is best to enquire before you want to view a new flat.

 \mathcal{P} Important: You should not sign a tenancy agreement if you have not yet spoken to the relevant job centre.

Q Always speak to your current job centre before planning a move. The staff will advise you on the exact procedure.





How can I get the rental costs approved by the job centre?

It is best if you present the unsigned rental agreement to the job centre. This can be done by e-mail or in person during opening hours. You will be informed of the Job Centre's decision as soon as possible. At least the following information is required for the assessment:

- Basic rent,
- ancillary costs,
- heating costs,
- Address of the accommodation,
- living space in square metres and number of rooms,
- Name of the landlord or landlady
- Name of the tenant
- Security deposit

Security deposit

The security deposit is a guarantee for the landlord or landlady. The maximum amount for the deposit is 3 basic rents (basic rent without utilities and heating costs). The Job Centre can grant the deposit as a loan on application. A loan means that the Job Centre lends you the money. The Job Centre pays the deposit directly to the landlord or landlady. You will then automatically receive fewer benefits each month until the deposit has been paid. If you move out of the flat and leave no damage behind, you will get the money back.

Initial furnishings

You have the option of applying for initial furnishings and household items. Initial furnishings include furniture, curtains, mattresses, cooking utensils, crockery and, if not available in the flat, a cooker, sink, fridge and washing machine. The amount you receive for the initial equipment is calculated individually. It may therefore take a little longer to process.

 \mathcal{P} Important: It is essential that you submit the application for initial furnishings before you purchase any furnishings.

 \bigcirc Please note that it may take some time before the money is paid out. The job centre also has the right to inspect the home to check the amount of initial equipment required.

