

Checklist for my moving in to the student residence

I have signed my tenancy agreement for my apartment in our student residence, what happens now?

- If I don't have a European bank account, I will open a German bank account and this needs to be sufficiently covered. The Studentenwerk debits the rent from my account via SEPA direct debit mandate on approximately the 2nd working day of each month.
- In order to arrange a date for the handing over of the apartment or room, I must contact the janitor responsible for my residence hall (all contact information can be found on the Studentenwerk Potsdam's homepage)
- When I move in, I will receive a form (protocol) on which possible damage/defects - which are present when I move in - are entered.
- For the internet access in my room / apartment I have the possibility to get a paid access via the student network of my university.
 - I conclude the contract for this directly with my university.
 - I have to pay the fees for the internet use to my university.
- I must register my new residence with the relevant registration office within 14 days of moving into the residence hall (obligation to register according to the registration law).
 - For this I need the confirmation of the Studentenwerk.
I will get this from the janitor when I move into my room/ apartment incl. all keys.
- I have to register with the radio licence fee office. Every household in Germany has to pay radio licence fees (Rundfunkgebühren).
 - Further information, including the amount of the monthly fee or a possible claim for exemption, can be found on the homepage of the radio licence fee office.
- At the beginning of each new semester, I have to send my certificate of enrollment for the following semester to my administrator in the Housing Department (by e-mail).
- If I notice any damage to my room/apartment during my period of residence, I will immediately report this to the janitor by e-mail.



- If I would like to sublet my room during my period of residence, I must apply in writing to my responsible administrator and have him/her approve.
 - My subtenant must meet the criteria of the Studentenwerk's allocation guidelines – go to the homepage of the Studentenwerk Potsdam for details.
 - Subletting is possible for a maximum of two semesters and requires approval.
- During the rental period, I must adhere to the regulations of the Studentenwerk Potsdam's general terms and conditions of rental and the house rules.
- If I have a long-term tenancy agreement, it will be automatically renewed - for one semester at a time, but no longer than eight semesters (maximum length of residence).
- If I want to move out, I must cancel my tenancy agreement by means of a written declaration signed in the original (no e-mail, no fax). The periods of notice are stated in the general terms of rental. I can find a template for the termination on the Studentenwerk Potsdam's homepage under „Downloads“.



- When I move out, my room is cleaned and looks exactly the same as when I moved in (see the checklist for moving out on the homepage).



We are happy to welcome you to our residence halls and wish you a smooth move-in and a wonderful time!

Your team from the Housing Department
Studentenwerk Potsdam