

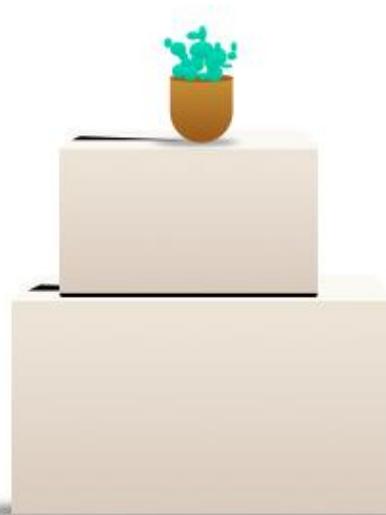
How to hunt an apartment

A brochure for apartment hunting

 Process

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 Addresses



You lost your flat or you are afraid of losing it soon? This is a serious situation. But don't be afraid. You won't have to live „on the streets“. **You are entitled to an emergency shelter** (*Notunterkunft*). However, this is no final solution. **You are obliged to search for an apartment yourself.** Apartment hunting takes a lot of time and is more often than not a frustrating affair. So don't let yourself down!

How to hunt an apartment

1. In case you have not already applied for a **certificate of eligibility to public housing** (*Wohnberechtigungsschein*) at your municipal administration, do so now. You will need this certificate to be able to rent public funded housing (*Sozialwohnung*).

2. In order to find a new apartment **you need to exhaust all possible ways.** Maybe you should put your own ad into a newspaper or on facebook. And ask your friends to keep their eyes and ears open.

Look for flats here

- www.immobilienscout24.de
- www.ebay-kleinanzeigen.de
- on relevant facebook-pages
- Ads in local papers
- free weekly papers
- noticeboards in supermarkets
- housing societies (see *List of housing societies*)

Checklist Application Documents

- cover letter
- copy of your ID
- if applicable certificate of eligibility to public housing
- SCHUFA-Auskunft* (only if negative)
- if applicable entitlement to benefits
- if applicable salary record/confirmation of student status
- copy of your personal liability insurance

3. Apply as quickly as possible for suitable ads. **You should prepare your application documents beforehand.** In case you apply by telephone you should bring your documents when you view the apartment.

4. If you have the right to social benefits, your social benefits agency (*Jobcenter/Sozialamt*) needs to approve of the costs of accommodation (*Kosten der Unterkunft*, abbrv. *KdU*). Your landlady*lord to be will need to offer the apartment to you formally (so called **Mietangebot**). There is a specific form you can get from your social benefits agency. **You should bring along this form each time you view an apartment.**

5. You found a new apartment? Do not forget: **The Mietangebot needs to be approved before you sign the contract.** If not, your social benefits agency might refuse to pay for your rent.

6. Before you move in your landlord*lady will hand over the keys for your new apartment. This is the time and place to walk through the apartment together with your landlady*lord in order to inspect the apartment and **to fill in a hand-over report (Übergabeprotokoll)** that keeps a record of the condition of the apartment. After you move in, there are a couple of things you should not forget. **You need to notify the authorities (Einwohnermeldeamt/Bürgerbüro)** as soon as possible of your move. If you draw social benefits, you have to **show your certificate of registration (Meldebescheinigung) and a copy of your contract to your social benefits agency.** If not, your social benefits agency might refuse to pay for your rent.

Checklist Moving

- hand-over report
- accomodate debit mandate, standing money transfer, or apply for a direct transfer (*Direktüberweisung*) of your rent with your social benefits agency
- name plate on letterbox and bell
- confirmation of your landlord*lady (*Wohnungsgeberbescheinigung*)
- notify authorities (*Einwohnermeldeamt/Bürgerbüro*)
- if applicable show your contract and certificate of residence to social benefit agency
- notify health insurance, bank etc.
- read the meter (gas, water, electricity)
- if applicable new public utility contracts
- Broadcast licence fee (if applicable release)
- phone/internet/tv?

Costs of Accommodation (KdU) – *Bruttokaltmiete* (guideline for the district of Groß-Gerau, effective from 07/01/2018)

The *Bruttokaltmiete* includes the basic rent (*Kaltmiete*) and some utilities (excluding electricity, gas, warm water, heating).

There are different guidelines for all regions.

Kommune	<i>Bruttokaltmiete</i> 1 person (50 sm) max. in €	<i>Bruttokaltmiete</i> 2 persons (60 sm) max. in €	<i>Bruttokaltmiete</i> 3 persons (75 sm) max. in €
Region Süd:			
Biebesheim Gernsheim Riedstadt Stockstadt	458,00	559,00	659,00
Region Mitte:			
Büttelborn Groß-Gerau Nauheim Trebur	500,00	614,00	706,00
Region Nord:			
Bischofsheim Gi-Gu Kelsterbach Mö-Wa Raunheim Rüsselsheim	485,00	612,00	736,00

The factual **costs for heating and warm water supply** will be covered as long as they are adequate. The adequacy depends on the singular case. Different parameters are taken into account, e.g. the whole heated space of the building and the actual mode of heating. Living space and heating costs need to be adequate separately.

Procurement costs will be permitted as a loan. This includes a security guarantee, cooperative share, commission, compensation payment, and doubled rent payment. Moving costs, basic equipment, some costs for renovations will be covered.

Important:

The costs are not permitted if they are not approved by the social benefits agency before signing the contract. That means, the costs need to be accepted first. Then you can sign the contract!

Bruttokaltmiete 4 persons (87 sm) max. in €	Bruttokaltmiete 5 Personen (99 sm) max. in €	Extra for each additional person (12 sm) max. in €
750,00	807,00	98,00
799,00	988,00	120,00
984,00	1301,00	158,00

The space of the apartment can be smaller or bigger. Only the costs must be inside the margin.

Extra costs which are permitted include costs for furniture (kitchen etc.) and a parking space. However, the costs need to be a requirement of the lease. The total costs still need to be appropriate as well.

In case of **flat rate contracts** which do not distinguish the different matters of expense all matters are permitted. The agency will have to cover a telephone flat rate, for example, which is not distinguished, although the telephone costs are not covered by the *KdU*.

List of housing societies in the Groß-Gerau district

Baugenossenschaft (BG) Ried

Gernsheimer Straße 10
64521 Groß-Gerau
Tel. 06152 / 92 25 0
info@bgried.de
<https://bgried.de>

Bauverein AG

Siemensstraße 20
64289 Darmstadt
Tel. 06151 / 28 15 0
info@bauvereinag.de
www.bauvereinag.de

Gemeinnützige Baugenossenschaft Kelsterbach eG

Am Mittelfeld 2
65451 Kelsterbach
Tel. 06107 / 71 05 5
www.gb-kelsterbach.de

Gemeinnützige Baugenossenschaft eG

Dr.-Ludwig-Opel-Str. 2
65428 Rüsselsheim am Main
Tel. 06142 / 79 30 70
info@diebaugenossenschaft.de
www.diebaugenossenschaft.de

Gemeinnützige Baugenossenschaft Mainspitze eG

Bouguenais-Allee 8
65462 Ginsheim-Gustavsburg
Tel. 06144 / 33 47 90
info@bg-mainspitze.de
www.bg-mainspitze.de

Gewobau-Rüsselsheim

Marktstraße 40
65428 Rüsselsheim am Main
Tel. 06142 / 69 56 95
info@gewobau-online.de
www.gewobau-online.de

GWH Wohnungsgesellschaft mbH Hessen Immobiliencenter Frankfurt

Westerbachstraße 33
60489 Frankfurt am Main
Tel. 069 / 97 55 12 23 9
info@gwh.de
Vermietungsservice@gwh.de
www.gwh.de

Nassauische Heimstätte

Schaumainkai 47
60596 Frankfurt am Main
Tel. 069 / 60 69 0
www.naheimst.de/kontakt/

Soka-Bau

Wettinerstr. 7
65189 Wiesbaden
Tel. 0611 / 70 71 40 8
www.soka-bau.de

Vonovia

Postfach 44784 Bochum
Tel. 0234 / 41 47 00 00 0
www.vonovia.de

Notes

Eine Broschüre auf Initiative des Kreises Groß-Gerau erstellt durch die Neue Wohnraumhilfe gGmbH.

