

Welcome to your apartment!

For you to be able to feel comfortable at home, here are some tips for residential use:

Heating:

If your home is heated by coal or oil stoves, let the landlord show you how to properly use them. In case your apartment has so called "night storage heating" you should ask the landlord about it, too. A night storage heating device stores the heat overnight to use it at daytime. It mustn't neither be set back nor turned off during nighttime otherwise it won't heat on the following day. Should your apartment have central heating, please set it to level 3, that will provide a pleasant room temperature. A higher setting should only be used for heating up shortly after fresh air ventilation. Afterwards the heating is to be turned down to level 3 again. Permanent use of levels 4 or 5 may result in high heating costs. Of course, you may use the heater on levels 1 or 2, if that is not too cold for your comfort. Please don't turn the heating down below level 1, so the rooms don't cool down too much, to avoid moisture damage and mold growth.

Ventilation:

Ventilating all rooms 2-3 times on a daily basis by opening the windows for at least 5 minutes also prevents moisture damage and mold growth. This applies particularly to the kitchen and the bathroom. Please don't ventilate the rooms by leaving open the apartment entrance door to the stairwell.

Kitchen waste:

Kitchen waste must not be disposed of in the sewers or the toilet! It should first be gathered in the apartment in a trash can and afterwards brought to the residual waste bin (mostly grey bin). Fat and oil are not to be poured down the drain because they may clog the pipes.

Waste separation:

Plastic waste, cardboard, paper and metal are to be thrown into the recycling bin (green bin) and the residual waste (household waste) into the grey bin. You can dispose of your glass waste at special glass containers in the urban area. Motor oil, paint and ink residues and other chemicals should be brought to a recycling center. Broken electrical devices as well as furniture and other big items you want to get rid of belong to the so called "Sperrmüll". It will be collected at specific dates and discarded afterwards.

Shoe storage:

Leaving your shoes or clothing in the stairwell is usually not allowed.

Stairwell cleaning:

If it's part of the lease contract to clean the stairs please let the landlord explain to you which part of the stairs have to be cleaned and how often it needs to be done.

The landlord will usually hand over a calendar that states when the stairwell cleaning is to be made and he will show you where to find cleaning tools. The rotational stairwell cleaning system in Germany is often called "Kehrwoche".

Duty to shovel snow and sprinkle salt afterwards:

Your lease contract may obligate you to get rid of snow and ice on the sidewalk and the entrance to the house on a snowy day. In this case call the landlord to show you where the relevant equipment is stored, which areas need to be shoveled and sprinkled with salt afterwards. Inform yourself in particular about when and when the work is to be carried out in the morning and in the evening.

Rest period:

Please turn down your radio and television volume to a level that will not disturb your neighbors. In the period between 10.00 pm and 6.00 am you are not allowed to use any washing machines, dryers, vacuum cleaners or other noisy electric devices. Blinds have to be let down and pulled up quietly.

Butchering:

Butchering of animals in apartments, basements, garages or outside is strongly prohibited.

Barbecuing:

Barbecuing on balconies or terraces might be prohibited by lease contract. Otherwise, pay attention to the other people living in the house, so they will not be affected by your barbecuing. If there is a yard or something similar, you are allowed to use for barbecuing, you should put the barbecue as far as possible away from the building.

Direct payments:

Please take notice of the fact that prepayments you have to pay, such as heating and operational costs, only contain the operation expenses that are listed in the lease contract. The expenses for telephone, cable television/internet (cable connection), electricity for the apartment, as well as for gas (if you have storey gas heating) and for broadcasting service have to be paid directly to the providers. If there are any uncertainties or further questions, please contact your landlord.

Satellite systems:

If you are not able to receive a desired television channel of your home country, although there is a cable connection or a satellite system for television available, please contact your landlord first in order to search for a solution. If it is still not possible to receive your favored television channel of your home country after the available facilities of the building have been adjusted, you are allowed to purchase a satellite system on your own expense. The location for the satellite system has to be approved by the landlord, though. In addition, the installation has to be performed by a specialized company so that structural safety can be guaranteed.

Later immigration of family members:

You are allowed to accommodate your spouse and under aged children (younger than 18 years) in your apartment afterwards. You have to inform the landlord about that. The accommodation of parents, grandparents or of any other relatives, as well as the accommodation of full aged children has to be authorized by the landlord.

Registration:

You are obligated to register yourself and your family in written form at the citizens' registration office (called „Einwohnermeldeamt“). After you submitted the filled in form to your landlord, he will confirm the lease. After this procedure the form will be complete so you can hand it over to the citizens' registration office.

We wish you and your family that you settle in well in your apartment, the house and the neighborhood. If you have any questions concerning the accommodation, just contact your landlord, he will generally help you.

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