

## How to rent a furnished apartment in Germany

Please keep in mind that the rents in Munich are higher than the German average.

1. Search for a suitable furnished apartment
2. Contact the landlord or real estate agent via e-mail or give them a call and supply them with **relevant information about yourself**
  - basics, like your name, age and country of origin
  - what is the purpose and planned length of your stay in Munich
  - details on your employer, salary or scholarship
  - information on your partner or family (one-room apartments are usually only rented out to single persons)
3. In case you are in Munich and you get a viewing appointment, dress up and bring the following documents with you
  - **Selbstauskunft** (self-disclosure form)
  - a **copy of your passport**
  - **payrolls of the last three months** (if not available, bring your employment contract)

Please note: if you contact landlords or real estate agents via e-mail, make sure the offer you are replying to is not a fraud!
4. If you get a rental confirmation by the landlord, take some time to enjoy your success and wait for the arrival of your rental agreement (**Mietvertrag**). This agreement will be written in German in order to be legally binding. In case you are not provided with a translation, ask a German-speaking person to take a look at the agreement.
5. Immediately after both parties have signed the rental agreement, you will have to pay a deposit (**Kaution**) of 2-3 monthly rents in addition to your first monthly rent. Usually the bank account for the deposit will be a different one than the account for the rent. If you are paying your deposit in cash, please make sure you get a signed receipt from your landlord.
6. On your move-in date you will be handed your keys and the following documents have to be signed by both parties
  - handover certificate (**Übergabeprotokoll**) that lists all damages to the apartment in written form; in addition you should take pictures for later reference
  - inventory list (**Inventarliste**) that you should check carefully, since the value of all items that are missing on the day you are moving out will be deducted from your deposit
7. If you find some damages that you overlooked before or if you happen to cause damages during your stay, you should inform your landlord about this immediately. In any case a personal liability insurance (**Haftpflichtversicherung**) and a contents insurance (**Hausratsversicherung**) are advised and even mandatory for many rental agreements.
8. When moving out you must abide by the notice period as indicated in your rental agreement. We would be happy if you could also inform the Welcome Center about your move since there are many more researchers waiting for suitable housing.