



Information for refugees and their supporters

Finding a flat

After receiving a positive notification from the *Bundesamt für Migration und Flüchtlinge* (BAMF) you are eligible to move to your own flat. As long as you cannot find a flat you are allowed to stay in the accommodation provided by the municipality of Greven. You will be notified about the accommodation fee. If you are receiving benefits from the *Jobcenter*, the *Jobcenter* will reimburse you the accommodation fee together with the benefits.

The city of Greven offers you support in finding a flat.

1. Registration of persons looking for a flat

Please contact Berthold Böing in the town hall of Greven. He will register you in the list of persons looking for a flat. Please bring your passport and your notification from the BAMF.

Contact Berthold Böing
 Town hall of Greven, room A 409, Rathausstr. 6, 48268 Greven,
 Phone: +49 (2571) 920 223 -- Office hours: Wed., Fri.: 09:30 - 11:30 am

2. Finding a flat

Generally you are responsible yourself for finding a flat. In addition to your efforts, Berthold Böing will look for a convenient flat. Due to the fact that living space is rare in the city of Greven, this might take some time.

3. Rent and additional costs

The following chart gives an overview of rental costs which the *Jobcenter* accepts:

number of persons	appropriate size of Flat in sqm	appropriate rent per sqm	appropriate rent exclusive of additional costs in €	appropriate additional costs per sqm	appropriate additional costs in €	appropriate rent (including all costs) in €
1	50	6,02	301,00	1,50	75,00	376,00
2	65	5,32	345,80	1,50	97,50	443,30
3	80	5,09	407,20	1,50	120,00	527,20
4	95	4,78	454,10	1,50	142,50	596,60
5	110	5,03	553,30	1,50	165,00	718,30
6	125	5,27	658,75	1,50	187,50	846,25
7	140	4,99	698,60	1,50	210,00	908,60
8	155	3,85	596,75	1,50	232,50	829,25
9	170	3,85	654,50	1,50	255,00	909,50
10	185	3,85	712,25	1,50	277,50	989,75
each futher person	+ 15 qm	3,85	57,75	1,50	22,50	80,25



If you find a flat which fits these criteria you can make an appointment with the landlord for a viewing of the flat. In this appointment

- Landlord and tenant get to know each other,
- You can decide if you like the flat,
- The landlord can decide if he would like to rent his flat to you.

4. Coordination with the *Jobcenter*

If a landlord appeals to you and you are receiving benefits from the *Jobcenter*, you have to inform the *Jobcenter* before signing the rental contract and make sure that the *Jobcenter* accepts the costs. For this purpose you have to hand in a written confirmation of the landlord. You get the required forms in the hallway of the *Jobcenter*.

5. *Wohnberechtigungsschein*

The *Wohnberechtigungsschein* is a certificate required to live in apartments that have been built using state subsidies. If you need a *Wohnberechtigungsschein* for the flat you would like to rent, you get this form in the town hall of Greven in the department of *Bauordnung und -beratung*.

Contact Kirsten Schultze-Ueberhorst
Town hall of Greven, Room A 301, Rathausstr. 6, 48268 Greven
Phone: +49 (2571) 920 253
Office hours: Mon, Tue, Wed, Fri: 08:30 – 12:30 am; Thu: 14:00 – 18:00 pm

You will need the following documents, when applying for the form:

- Application form
- Notification form of the BAMF / residence permit
- Proof that you receive benefits from the *Jobcenter* according to the Code of Social Law (SGB II or SGB XII).

6. Signing the rental contract

If you get the confirmation of the *Jobcenter* that the costs for the flat are accepted you can sign the rental contract with the landlord.

The rental contract includes:

- Name and address of the landlord and the tenant
- Address of the flat
- Size of the flat and number of rooms
- Amount of rent excluding additional costs
- Amount of additional costs and how they will be settled
- Amount of security deposit
- Term of rental contract and cancelation period
- Obligation of renovation and maintenance
- Other rights and responsibilities of both parties

If you receive benefits from the *Jobcenter*, additionally to the rental contract a form is signed in which you cede the right to receive the payments of the *Jobcenter* for the rent to the landlord. This way the landlord receives the monthly rent and the additional payments for heating etc. directly from the *Jobcenter*. The security deposit is also payed by the *Jobcenter*.

7. Furnishing the flat

You are responsible for furnishing the flat. Possibly, you can receive a subsidy for the first furniture you need from the *Jobcenter*. Also, you can buy furniture and all you need for low prices:

- Advertisements in newspapers
- Magazine of the refugee relief in Reckenfeld
- *Möbelbrücke* at the Mühlenstraße in Greven
- *Kleiderkammer* at the *Tafel* of the *Caritas* in Greven
- *Sozialkaufhaus* of the *Caritas* in Emsdetten
- Internet, e.g. ebay advertisements

You can take your mattress and the bedclothes from the communal accommodation facility. Everything else is property of the city of Greven and has to stay in the accommodation.

8. Moving to the new flat

It is also your responsibility to organize the move. Ask the *Jobcenter* if they can refund any of the costs.

Obtain information about the rules of the house (*Hausordnung*) you are moving to and observe them. This is important in order to get along well with your neighbors and your landlord. The rules of the house regulate e.g.:

- Use of community facilities, e.g. laundry room
- Cleaning duties of the tenant, e.g. staircase
- Rest and sleep periods
- Required waste separation
- Parking of bicycles etc.

9. Contact to neighbors

It is important to get to know the neighbors, so you get along well with each other. Introduce yourself to your neighbors. Participate in activities and festivities in your neighborhood. It is the only way to reduce stereotypes and prejudices on either side.

- Take part in your *Integrationskurs*, so you get to know and understand the habits and implicit rules of behavior and communication in Germany.
- Improve your German skills continually.

Participate in the public life of our city.

Welcome to Greven!

Checklist for tenancy change over

- **Tenancy agreement**

	original and duplicate	sign both
		- 1 x for renter
		- 1 x for hirer
	Fill in	- name, address
		- amount of rent exclusive of additional costs
		- anticipated payment of additional costs
		- security deposit
		- bank account of hirer

- **Register your change in address in the *Bürgerbüro***

	bring with you	- passport
		- tenancy agreement
		- written confirmation of the hirer

- **Close contract for energy supply** (e.g. at the office of the *Stadtwerke* in the town hall)

	bring with you	- passport
		- tenancy agreement
		- number of electric meter
		- meter reading

select the electricity-tariff according to your estimated use. Chart of tariffs of the *Stadtwerke*:

	<u>basic price €/year</u>	<u>energy rate ct/kWh</u>	<u>application</u>
Tariff 3000	85,68	25,57	until 3.000 kWh/year
Tariff 3000 plus	142,80	23,67	more than 3.000 kWh/year

- **TV**

	with cable junction	register (<i>Unitymedia</i>)
		the renter has to pay the costs

- **Broadcasting fee**

	GEZ	register
		request an exemption from payment of premiums (you find the forms in the hall of the <i>Jobcenter</i>)

- **Bank account**

	Bank	by money transfer order or direct debit mandate e.g. for electricity bills
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- **Telephone**

	normally no landline
	mobile phone: inform provider about your new address

- **Insurances**

	you need a liability insurance (for your family)
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- **Inform about your move:**

	school(s), nursery school, doctors, ...
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- **mail**

	make a forwarding request (<i>Nachsendeantrag</i>)
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