

## Questions about your first own flat with DOGEWO21

Would you like to take a big step and leave the nest in order to get your very first own 4 walls?

When you are searching for a flat and living in your own flat, there are many questions to answer because you have to manage many new things by yourself now. Here you can find answers to the most important questions which could arise from your first own flat. We will give you a few tips and tricks to help you along the way.

### The search for a flat:

- What do you look for at a flat inspection?
  - ✓ Check if the flat fits your price range (gross cold rent should not normally exceed 1/3 of your net income)
  - ✓ Check the general condition of the flat
  - ✓ Are the rooms suitably arranged?
  - ✓ Measure and think about if your existing furniture will fit
  - ✓ Pay attention to the energy certificate
  
- What is an energy certificate?
  - ✓ A document which rates a building's energy and informs you of the energy consumption
  - ✓ An energy certificate must be presented to you at an inspection or at least at the lease signing
  
- Is a flat-sharing community possible with DOGEWO21?
  - ✓ It is possible to form a flat-sharing community yourself
  - ✓ DOGEWO21 does not provide flat-sharing rooms
  
- Which documents do you need at the contract signing?
  - ✓ Identification card/residence permit (at least a 6-month-long validity period)
  - ✓ The last three payslips
  - ✓ Credit report
  - ✓ Possibly a guarantee (identity card + payslip + credit report of the guarantors)
  - ✓ Possibly a lease acceptance statement
  
- What is a guarantee?
  - ✓ A guarantor assumes the obligation to pay for the rent due/deposit if you do not have the ability to pay
  
- What is a deposit and how much is it?
  - ✓ Maximum 3 months of net cold rent
  - ✓ The deposit can be paid to DOGEWO21 in 3 equal installments
    - First installment: upon moving in
    - Second installment: 6 months after moving in
    - Third installment: 1 year after moving in

- ✓ The deposit is put in a separate savings account as security for DOGEWO21
  - ✓ If there are claims arising from the leasing relationship when moving out, it can be withheld by DOGEWO21
  - ✓ For contractual submission of the flat, the deposit is retained in full after 6 months at the latest (from the day of moving out)
- What is a lease acceptance statement?
- ✓ A statement from the working group/social welfare office that the lease is accepted
- Where do I get a lease acceptance statement?
1. You obtain a lease offer from the client consultant with whom you go to the working group/social welfare office
  2. The working group/social welfare office checks if the flat is “reasonable” and confirms the lease acceptance
- What do the terms “net cold rent”, “gross cold rent”, and “gross warm rent” mean?
- ✓ Net cold rent: basic rent without operational costs or heating costs
  - ✓ Gross cold rent: basic rent with operational costs but without heating costs
  - ✓ Gross warm rent: basic rent with operational costs and heating costs
  - ✓ Normally DOGEWO21 requires the gross cold rent
- What are the operational costs?
- ✓ Costs which accrue in addition to the basic rent, such as:
    - Property levies (property tax, refuse collection, drainage, street cleaning)
    - Maintenance service (gas heater, lift)
- What happens when the flat is handed over?
- ✓ An employee of DOGEWO21 inspects the lift with you and records the counter readings and the conditions in writing in a handover report
- What is the landlord certificate?
- ✓ As of 01/11/2015, the landlord must issue a certificate to new tenants which is submitted to the registration office (Federal Citizens’ Registration Act [Bundesmeldegesetz])
  - ✓ This document is issued by us and sent to the responsible authorities as a service on the day the flat is handed over
- Can you take furniture, flooring and wall coverings from previous tenants?
- ✓ This can take place after coming to an agreement with the previous tenant
  - ✓ If furniture, flooring and/or wall coverings are taken, you must remove them upon moving out
- What kind of insurance should you have?
- ✓ Household/renter’s insurance

## **During the renting period:**

- When do you need to pay the rent?
  - ✓ The rent is due at the latest by the third workday of the current month
  - ✓ We recommend the direct debit procedure for the payment method. This is an easy and safe way to pay your rent – without risking a late payment.
  
- What is regulated in the lease agreement?
  - ✓ Contracting parties, rented property, rent, deposit, additional agreements (e.g. keeping of animals), lease term and termination, delivery of contract documents, flat description, general contractual regulations (rights and obligations of the landlord/tenant)
  
- What is a house regulation?
  - ✓ It includes regulations for all renting parties of the house (e.g. cleaning the hallways)
  - ✓ It is attached to the lease agreement
  
- What is the best heat and ventilation system?
  - ✓ Correct heating and ventilation is important in order to avoid mould formation, for example
  - ✓ When submitting this lease agreement, see in the attachment a flyer about “Correct Heating and Ventilation” for further information
  
- Do you have specific contact persons at DOGEWO21?
  - ✓ You have a personal client consultant and site manager who are on-site in the service office
  - ✓ Repairs (e.g. blockages, defective windows, etc.) are to be reported to the repair registration

## **Termination of leasing relationship:**

- How and when can you terminate?
  - ✓ The agreement can be terminated by you in writing up until the third workday of a calendar month for the calendar month after that
  
- How does the flat acceptance take place?
  - ✓ You receive a date for a preliminary inspection of your flat
  - ✓ At the preliminary inspection, you are informed of what you must do in order for the flat to be properly handed over to the landlord at the end of the agreement period (e.g. fill holes in the wall and restore the walls to a good condition)
  - ✓ During the preliminary inspection, an electrician will perform an e-check (inspection of the electrical installation)
  - ✓ For the flat acceptance, there will be an inspection of if you eliminated defect found at the preliminary inspection, then the electrical and gas counter reading will be recorded and the keys will be handed over  
After you move out, you receive a completed utility bill