

# CHECKLIST MOVING-IN



## IMPORTANT INFORMATION BEFORE SIGNING A CONTRACT

- Ask the landlord about the **total costs**. These include the basic rent – this is the net rent, without **operating and incidental costs, heating and warm water**. Depending on the flat, these additional costs may be very high and make the total rent very expensive.
- Discuss the **furnishing of the flat, the connections (telephone, TV, kitchen, washing machine) and the overall condition** of the flat at the point of handing over.
- Check the rent contract with regard to the **duration and planned rent increases**. Sometimes, a rent scaling is specified, which means that the rent will automatically increase at pre-determined points of time.
- Are you in receipt of social benefits? Do not sign a rent contract before the relevant authority has agree to the new flat!


## IMPORTANT INFORMATION WHEN THE FLAT IS HANDED OVER TO YOU


- Read and fill in the handover report** accurately. Only sign it when you have checked everything and have received the keys.
- In addition, fill in the up-to-date **meter readings** for electricity, water and gas / heating.
- Any **damages in the flat**, such as defective installations, doors or windows, or mould should also be entered into the handover report. The report should specify who will repair these damages and when. The report is signed by the landlord and the tenant. If there is no handover, then please report any damages on the day of moving in and take photographs of the meter readings.





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## IMPORTANT INFORMATION AFTER THE FLAT HAS BEEN HANDED OVER TO YOU


 Register at the **Residents' Registration Office** or at the **Citizens' Office**. To do this, you will need to present a certification from the landlord.

 Notify your **electricity provider of the meter reading and meter number**, and take out an affordable **electricity agreement**. Do you use gas in your flat? Then you also have to take care of this (like for electricity).

 Set up **standing orders or direct debit orders** for regular payments of rent, gas or electricity payments.

 Label your **doorbell, letterbox and door** with your name. Notify important contacts, contract partners and authorities of your new address.

 Are you exempt from the **broadcasting licence**? Then you should send the completed form from the social services authorities to the licence office.


 In the **house regulations**, you will often find information on cleaning duties and waste disposal and other matters that are important for all tenants. Do you have any questions? Ask your landlord or one of your neighbours.


Gefördert durch:





aufgrund eines Beschlusses  
des Deutschen Bundestages


## HOW DO ENERGY PAYMENTS WORK?


 A payment is due every month – this is only an estimate and is considered an advance payment!

 The total settlement across the whole year comes much later.

 This applies to all types of energy in the flat: heating, warm water, electricity.

 If there is a central supply for heating and warm water, you will receive the settlement together with the operating costs settlement as the “heating costs settlement”.

 It is recommended that you note down your meter readings every month, if possible: warm and cold water, gas (if applicable).

 Electricity meters are often located in the cellar (ask the janitor).

**The Tenant Advice Centre (Deutscher Mieterbund) can provide advice on renting (at a charge).**

## ARE YOU UNSURE?

Seek advice from the independent energy experts at the Consumer Advice Centres (Verbraucherzentrale). This doesn't cost much, or is free of charge if you receive benefits from Social Services or the JobCenter.

**Contact:** 0800-809 802 400,  
[www.verbraucherzentrale-energieberatung.de](http://www.verbraucherzentrale-energieberatung.de)

**verbraucherzentrale**