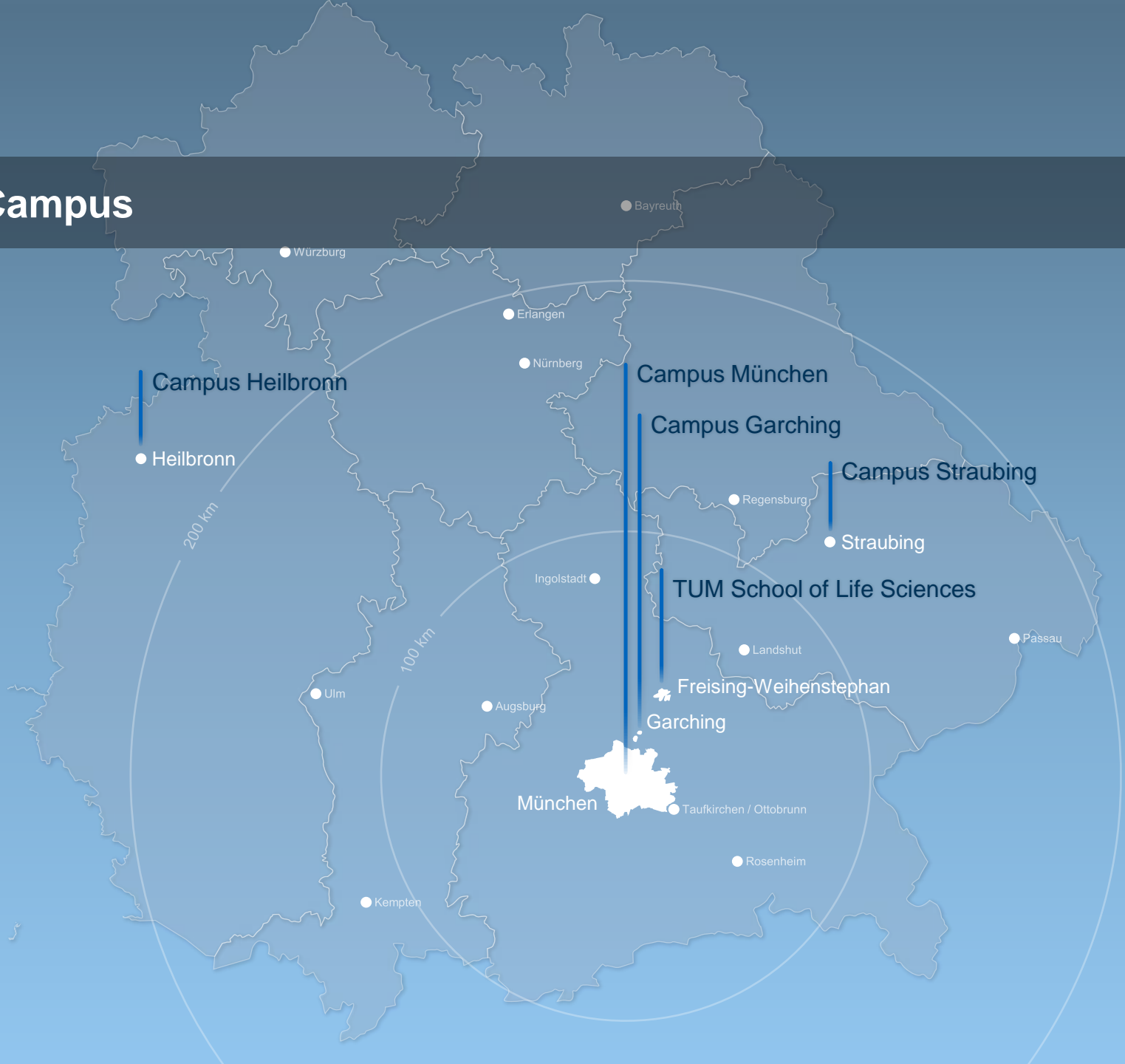


# Searching for Accommodation

Chiu-Li Tseng

Technische Universität München  
TUM Center for Study and Teaching  
Student Advising and Study Information



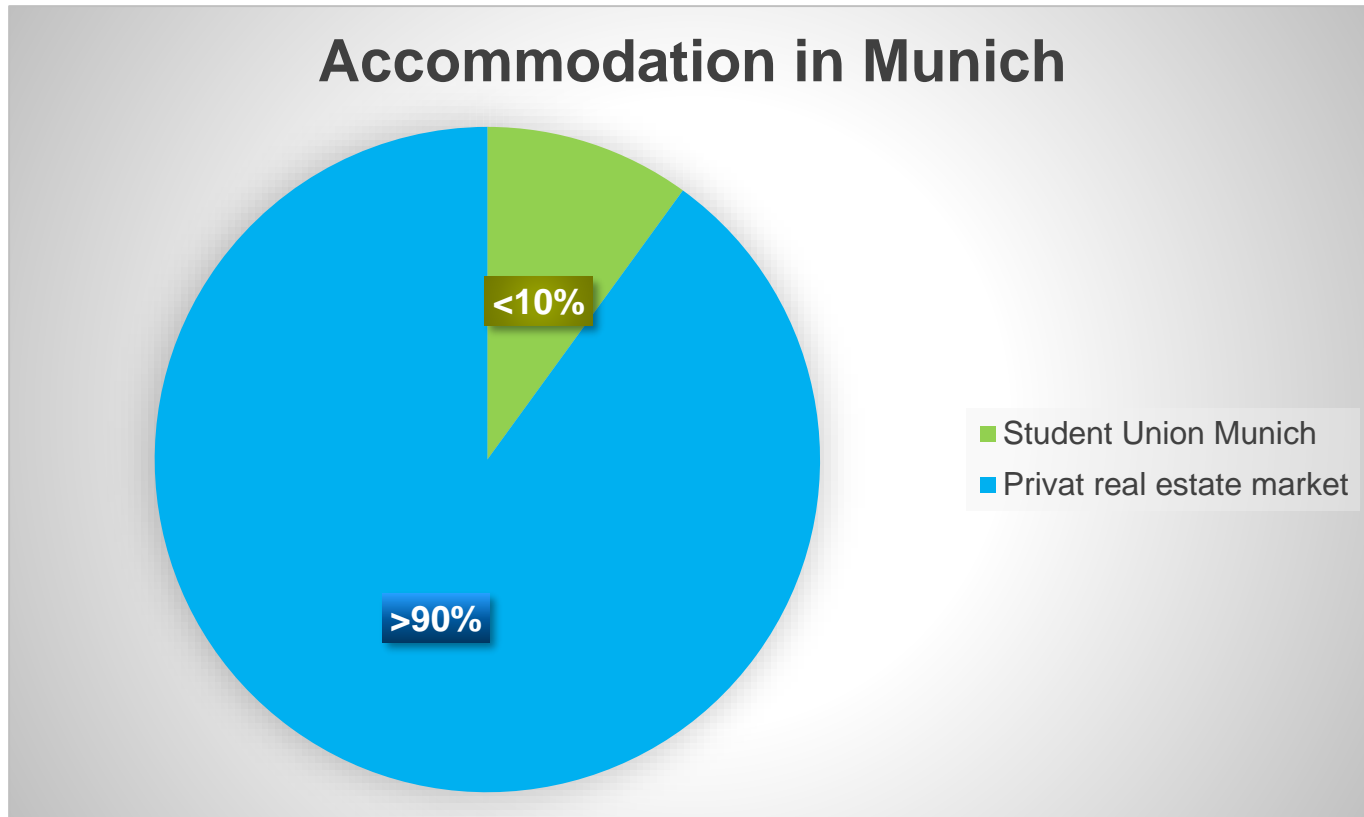


# Searching for Accommodation as a Student

## - Agenda -

1. The Current Real Estate Market for Students
2. The Strategy for Looking Accommodation Successfully!
  - Where Are the Availabilities?
  - Application and Make an Appointment
  - During the apartment visit - Do's and Don'ts
  - Recognize Scams
  - Conclude a Contract
  - What to notice while looking for accommodation
3. You found out your home in Munich! What is the Next Step?  
Registration at the city and **residents permit**
4. Legal Advices Service
5. Contact and Advising at TUM

# Current Real Estate Market for Students in Munich



The total amount of students in Munich is around 120,000, however the available dormitories of Munich Student Union are only around 11,000.

<https://www.studentenwerk-muenchen.de/en/student-accommodation/>

# The Strategy for Looking Accommodation Successfully!

## Your Wishes

- Location, district or area (public transportation), shopping possibilities
- Rent (price)
- Security
- „Easy going“ Landlords or room mates
- Your other personal wishes (Finanzen, funitures, ....)

## Types of Living

- Shared flat (WG)
- Single Apartment
- „Wohnen gegen Hilfe e.V.“ (less rent but with mini work )
- NGO (by association, church, foundations)

# Where can I look for rental offerings?

- [Munich Student Union](#) (online registration with admission letter and under 30)
- [Private Accommodation Service](#)
- [TUM Living](https://living.tum.de/) (<https://living.tum.de/>) (TUM username ex. **gh123xy**, No commission fee. )
- Private dorms ([TUM accommodation](#))
- Internet, Blogs or Facebook
- Newspaper, Personal social network
- Real Estate Agencies

# Application and Make an Appointment

## Application for a room / flat (What should the application look like and how to run?)

- First contact: phone call or email
- Email: Inquiries = Introduction (about your origin of country, study program, yourself and your hobby)
- Second step: **invited to an interview**: resume with photo, confirmation of enrollment, admission letter, financial proof, work contract, scholarship or parents' guarantee or other additional required documents
- „Schufa-Auskunft“: [https://www.meineschufa.de/index.php?site=11\\_3](https://www.meineschufa.de/index.php?site=11_3)

**Goal: to give a good impression to be an ideal tenant!**

# Example letter for Inquiry

Dear Mr./Mrs. (To whom it may concern)

My name is \_\_\_\_\_. I am coming from \_\_\_\_\_ and \_\_\_\_\_ years old.

I have read your rental offering on homepage (or newspaper) and I am very interested about it. I would like to know, is it still available?

This coming October I will start my Bachelor/ Master Study with major "name of your study program" at Technische Universität München (TUM).

Currently I am looking for a long-termed tenancy in/ around Munich. I am nonsmoker and have no pets. I am a quiet, honest and fair person. During the leisure time I would like to \_\_\_\_\_. To know more about me, please see the attached files in this mail.

Attached files are my resume with photo, confirmation of enrollment, admission letter issued by TUM and confirmation of enrollment, financial means (promissory warranty of my parents, work contract, confirmation of my scholarship ) Furthermore I have third party liability insurance and health insurance.

I would like to rent the flat (room/ apartment) upon September (June) and would like to know, if it is possible to make an appointment to visit the flat (room/ apartment)?

I would appreciate your response very much!

Thank you  
Sincerely yours

Your name  
Email  
cell phone



# Make an Appointment for an Interview

- Meet the landlord/ landlady/ agencies in person!
- Prepare documents mentioned above, which you can give to the landlord or leave behind after your viewing appointment
- Make more appointments!
- Keep looking for other possibilities at the same time, while waiting for feedbacks!

# During the apartment visit - Do's and Don'ts

- + be prepared about all details of the room
- + punctuality (search on Google for the address and distance)
- + be open and confident
- + stimulate conversation shows interest
- + to contact the landlord briefly after the visit and show your interest
- + notice the hygiene measures:

**Please wear medical masks or FFP2 masks and keep social distancing of 1,5m**

- come in accompany
- talking before thinking
- being moody

# Recognizing scams

## Most scams involve one or more of the following:

- The landlord is always absent with excuses. (never in Germany)
- A deposit through Western Union, Money Gram, a money order, shipping or a "guarantee" is asked for
- An insistence on communicating via a foreign and family 'lawyer', often one with dodgy credentials
- An Interview will be cancelled or refused shortly with different excuses
- The feedback is almost always English (even the ad. was in German).

## What should you do?

- **Insist on meeting the landlord/landlady in person** - follow this one simple rule and you will avoid the vast majority of scammers
- **Don't hand over cash or money check/ orders** taking possession of the goods/gaining access to an apartment! if so, it should be written also in the contract.
- **The TUM is not involved in any private cooperation or transaction** and does not handle payments, guarantee transactions, or offer "buyer protection" or "seller certification"
- **Never give out financial information**

## e.x. Feedback from scams (EN)

"However, If you really have interest in the apartment kindly let me have this request below.

- YOUR EXACT ARRIVAL DATE
- YOUR DEPARTURE DATE,
- FULL NAME,
- YOUR CURRENT ADDRESS
- YOUR CURRENT CONTACT PHONE NUMBER
- SCANNED COPY OF YOUR INTERNATIONAL PASSPORT ID,

So that i can quickly instruct our family lawyer to prepare the tenant agreement form for you to be assure that you are dealing with the right person and to see the terms and condition of the contract and if you are okay with the terms and conditions then you can proceed with the one month rent and security deposit to my mother in Perugia, Italy via bank account so that the room can be reserved for you till your arrival date because there are a lot of people that also have interest in renting the apartment, but my mother prefer the most serious person who pay her first.

The signed agreement form will be sent to you first through attached mail for you to read and understand, after which you will proceed with the payment, I'll now send you the original copy through a registered courier to your address for you to sign and bring along with you when moving in. The apartment belongs to my late father and my mother have been managing and maintaining the apartment, but she is presently in Perugia, Italy due to her work, and I also work in a calling center too."

## e.x. Feedback from scams (DE)

Guten Tag,

vielen Dank für deine Anfrage! Ja wir suchen noch einen Mieter, aber wir werden aktuell von Anfragen überrannt, sodass wir erstmal die Bewerber selektieren möchten.

Anschließend könnte man sich telefonisch über die Wohnung austauschen und einen Termin ausmachen.

Da wir nur an Studenten unsere günstigen Wohnungen vermieten und leider immer wieder Arbeiter oder Beamte versuchen dieses Angebot auszunutzen, bräuchte ich folgende Unterlagen von Ihnen:

- Personalausweis Kopie Vorder/Rückseite
- Studienbescheinigung
- Informationen über Einkommensquellen- ggf. Nachweise
- voraussichtliche Miet- und Studiendauer mit Leistungsnachweisen falls vorhanden

Schicken Sie mir die Daten in hoher Auflösung bitte zu mit Ihrer Telefonnummer. Ich werde Sie dann schnellstmöglich telefonisch kontaktieren.

Mit freundlichen Grüßen

# Conclude a Contract

**Righteousness and Obligation of landlord and tenants** both will be described in the contract.

## Essential Points

- Contracting Party (**landlord and tenants**, name and signature)
- Contractual Object (address, house number, size of the accommodation)
- Limited or unlimited time etc.

## Deposit

- Security deposit (repairs etc.)
- max. three months net rent (rent without heating fee and water)
- 2-9 months after finishing the tenancy

## Read contract thoroughly, carefully and then sign it

- Contract should be **in German** → residence registration and visa extension

# What to consider while looking for accommodation:

- **Language:** learn and improve your German
- **Abbreviation:** [bilingual glossary](#)
- **Intercultural differences:** different requirements for cleanness, parties, noise, attitudes etc.
- **apply for more than 5 rental offerings daily (as much as you can)**
- **Be punctual and engaged**

### 3. You found out your home in Munich! What is the next step? Registration at the city and residents permit

→ **Registration** (Residence Registration Office, Bürgerbüro bei KVR) (**within two weeks** after moving in your new home)

[https://www.muenchen.de/rathaus/home\\_en/Department-of-Public-Order/Foreigners-Office/student-visa-residence/new-students.html](https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Foreigners-Office/student-visa-residence/new-students.html)

Wohnungsgeberbestätigung (confirmation of flat given)

→ **Open a bank account** (blocked savings account should be activated)

→ **Health insurance, enrollment at university**

→ **Residence permit** (Department of Public Order, Landtragsamt)

**If you are not a citizen of the European Union (EU) / non European Economic Area (EWR) member states: you need Residence Permit**

[https://www.muenchen.de/rathaus/home\\_en/Department-of-Public-Order/Foreigners-Office/student-visa-residence/visa-for-academic-studies.html](https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Foreigners-Office/student-visa-residence/visa-for-academic-studies.html)

→ **September 9th , 1pm.: First Steps Infosession „Department of Public Order“ (KVR)**

→ **Coronavirus/COVID-19: Current information** <https://www.tum.de/en/about-tum/news/coronavirus>



## 4. Legal Advice Service

### Munich Student Union

#### Rechtsberatungsstellen in München und Weihenstephan

Alte Mensa, Helene-Mayer-Ring 9 (Beratungszentrum)

Mr. Gerald Lauber

Entrance h, 2. Floor, Room h9

Subway: U3 - Olympiazentrum

**only through phone call available**

**+49 151 25734975**

opening time : Tuesday 10.00 am - 1.00 pm

Wednesday and Thursday 3.00 pm - 6.00 pm

<http://www.studentenwerk-muenchen.de/beratungsnetzwerk/rechtsberatung/>

Mieterverein München e.V.

[www.mieterverein-muenchen.de](http://www.mieterverein-muenchen.de)

Jugendinformationszentrum (JIZ)

[www.jiz-muenchen.de](http://www.jiz-muenchen.de)

## 5. Contact und Advising at TUM

### Full-time degree-seeking students (Bachelor and Master)

#### TUM Housing Search Assistance

**Campus Munich, Garching, Freising and Straubing**

Tel. +49.89.289.22687

[supportwohnen@zv.tum.de](mailto:supportwohnen@zv.tum.de)

Service Desk/ Raum 0140/ Arcisstr. 21

Virtual or telephone advising (registration is required) per Email

#### Campus Heilbronn

Mrs. Adelheid Schäfer-Terino

Tel.: +49 7131 645636-43

[adelheid.schaefer-terino@tum.de](mailto:adelheid.schaefer-terino@tum.de)

Die TUM Campus Heilbronn gGmbH

Bildungscampus 2

74076 Heilbronn

# Contact at TUM

## Exchange students

**TUM Global und Alumni Office**

Tel. +49.89.289.25024

[incoming\\_help@zv.tum.de](mailto:incoming_help@zv.tum.de)

Raum 0196 / Arcisstr. 21

## International visiting scientists and professors

**Stabsstelle Chancengleichheit**

Mrs. Doris Halm

Tel. +49.89.289.25445

[accommodation@zv.tum.de](mailto:accommodation@zv.tum.de)

## International doctoral candidates

**TUM Graduate School**

Tel.: +49 89 289 10603

[welcomeoffice@gs.tum.de](mailto:welcomeoffice@gs.tum.de)

**Thank you for your attention!! 😊**  
**[supportwohnen@zv.tum.de](mailto:supportwohnen@zv.tum.de)**