

# A Guide to moving into your new home

*For refugees and migrants*

(Englisch)





# Table of contents

<b>Preamble .....</b>	<b>3</b>
<b>1. Before the move .....</b>	<b>3</b>
Requirements for moving into your own apartment	
Searching for an apartment	
Costs of the apartment	
<i>Prerequisites</i>	
<i>Initial equipping</i>	
<i>Renovation</i>	
Residence entitlement certificate	
Registration for a social housing	
<b>2. After the move .....</b>	<b>7</b>
Hallway cleaning	
House rules	
Heating and ventilation	
Disposal of waste in drains and toilets	
Waste separation	
<i>Waste paper (green/blue bin)</i>	
<i>Bio-waste bin (brown bin)</i>	
<i>Yellow sack/bin</i>	
<i>Residual waste (grey bin)</i>	

*Hazardous waste*

*Electrical scrap*

*Bulky refuse*

### **3. Planning the budget ..... 12**

Electricity

Telephone/Internet

Television

Insurances

New purchases

Additional expenses

### **4. Notes ..... 14**

### **5. Appendix ..... 15**

Rent ceiling (as of February 1st 2017)

Checklist for renting an apartment

Checklist for moving out of a dormitory/apartment

## Preamble

This guide is designed to help you make the transition from urban accommodation to your own apartment. For this reason, simple sentences have been used and the processes of other institutions (job centres) were also simplified. Please note that there is no legal entitlement to any assistance from this guide.

## 1. Before the move

### Requirements for moving into your own apartment

In order to rent your own apartment, you must have obtained a residence permit for at least one year. One permission is not sufficient. If you want to rent an apartment as a family, all family members must have a residence permit. Please note that in most cases you will receive a residence requirement (supplement to the residence permit), which only allows you to rent an apartment in Dormagen. In such a case, you can't move to another city then! If you want to move to another city, you have to apply for this at the Immigration Office. You must have very important reasons for this.

### Searching for an apartment

There are several ways to find an apartment:

- *Local Newspapers*

In the local newspapers you will always find current offers for apartments in the city and the surrounding area. In the advertisements the apartments are presented with a short description.

Here is an example:

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**Dormagen,** Robert-Koch-Str.,  
Aptm., 2 .OG, Kochnische,  
Balkon, renov. Bad, 31m<sup>2</sup> +  
Kellerr., 300€ KM + 100€ NK,  
2 MM Kaut., ab 16.10.16,



Apartment.:	It is an apartment
2. OG:	The apartment is on the 2nd floor.
Kitchenette:	The apartment has a kitchenette
Balcony:	There is a balcony available
Renov. Bath:	The bathroom has recently been renovated.
31m²:	Size of the apartment
300€ KM + 100€ NK:	Rent (KM) and charges (NK)
2 MM Deposit:	The amount of the deposit (Here: 2 months rent)

- *Search the Internet*

On the Internet you will find various providers for finding accommodation, such as [www.immoscout24.de](http://www.immoscout24.de), [www.kalaydo.de](http://www.kalaydo.de), [www.immonet.de](http://www.immonet.de). There you can search for apartments and you also have the possibility to search for an apartment in a wider area.

If, for example, you want to move into an apartment in Dormagen, you can enter Dormagen as the designated city and specify a radius in which the search will take place.

- *Cooperatives/housing associations*

In some cities there are so-called cooperatives. These cooperatives offer cheap housing. In order to rent an apartment from a cooperative, you must become a member of the cooperative for a fee. If you want to rent an apartment, you have to pay shares for it. These shares will be paid back to you when you cancel the apartment and terminate your membership.

## **Costs of the apartment**

The Job centre will cover the cost of your apartment if the cost of the apartment is reasonable for your circumstances. You can see which costs are reasonable in the table „Rent ceilings“ in Annex 6.2. You must apply to the Job centre for the financing of your apartment. To do this you have to go to the job centre in person.

### Prerequisites

In order for the costs of the apartment (KdU) to be covered by the job center, in addition to the residence permit of at least 12 months, an application to the job center for benefits according to SGB II (Hartz IV) is necessary. The annex "KdU," must be submitted to this application.

### Security

If you want to rent an apartment, you have to pay a deposit. This is a security for the landlord and you get it back as soon as you move out of the apartment, if all outstanding bills have been paid and the apartment is in order. Normally two months rent is paid as a deposit. For an apartment that costs 300,-€, that would be 600,-€. If you cannot pay this money, you must contact the Job Centre. They will then check whether you can receive the deposit either as a loan or whether a deposit promise will be given. If you get the money as a loan, you have to repay it in small monthly installments. When you move out, that money is yours.

### Rental ceiling

The cost of an apartment must be within reasonable limits. The values listed in the Annex (Annex 6.1) are so-called gross rent ceilings. This means that these costs include both the rent and the additional costs. The heating costs are not included in the rent ceilings.

### Example:

A family of 4 may rent an apartment in Dormagen for a maximum of €706.80 (rent and utilities). All apartments that are more expensive will not normally be paid for by the Job centre and can therefore not be rented.

### Initial equipping

If you move out of a dormitory into your own apartment, you can apply to the Job center for initial furniture equipment once. This means that you will receive a voucher for the furniture you urgently need to furnish an apartment. With this voucher you then go to the Caritas department store in Neuss and select used furniture there. For this application you have to go to the Job center yourself. You must submit this application for initial equipment as soon as possible after signing the rental agreement, as the processing will take some time. Please note that you must list everything you need individually. A general mention is not sufficient.

#### Example:

If you need a kitchen, it is not enough to write it down like this. You must list exactly what you need: 1 wall cupboard, 1 stove, 1 base cupboard,...

### Renovation

If you are moving into an apartment for the first time and a renovation of this apartment is necessary, you can apply for aid for the renovation costs. This must be done as soon as possible and before you buy the items. You can also apply to your job centre for this. Please note that a detailed list of the required items are also required here.

#### Example:

It is not enough if you list wallpaper, paste, paint etc. as required items. Instead, you must specify exactly what you need: 1 roll of woodchip wallpaper, 1 bucket of paint 15 l,...



## **Residence entitlement certificate**

If your income is low, you have the option of applying for a Wohnberechtigungsschein (WBS) (entitlement to housing permit), which enables you to move into an apartment that has been subsidised with public funds. You can apply for the WBS in room 1.07 in the town hall.

## **Registration for a social housing**

If you can rent an apartment, you can also register for a social housing. These apartments are slightly less expensive to rent. You can register for this in room 1.07 in the town hall.

## **2. After the move**

### **Hallway cleaning**

With many apartments you are obliged to clean the common hall together with the other tenants. Usually there is a regulation how this is divided among the tenants. The same applies to winter road clearance services, which must ensure that snow is removed from the road in winter. You can find out more about this from your landlord.

### **House rules**

In every apartment house there are house rules, which are valid for all parties and regulate the way of life in the house. It is very important to follow the house rules, because you live with other people in the same house and all the apartments are rented. If you should violate the house rules, your landlord can terminate the contract. This also applies if your neighbors complain that you are often too loud. Important points in the house rules are:

- *Rest periods*  
Every tenant is responsible for ensuring that there is no avoidable noise in the apartment, house, courtyard or property. Special consideration must be taken in the period from 1 PM to 3PM as well as between

10 PM and 6 AM. Radios, television, CD player and so on are to be set to room volume.

Parents are responsible for ensuring that their children are quiet during this time. At celebrations on special occasions, all residents should be informed in time.

- *Laundry and Drying*

Drying laundry (and carpets) is only allowed in the designated rooms. If you dry your laundry on the balcony, it must be done in such a way that it cannot be seen by the other tenants.

## **Heating and Ventilation**

In this chapter, we will explain how to heat and ventilate your home properly so that you can save costs and avoid high additional payments for operating costs.

- *The right room temperature*

Every degree of room temperature increases the cost of heating. The room temperature in the living area should not exceed 20 °C if possible, provided that the temperature is perceived as comfortable. Every degree less saves heating energy. Our recommendation for other rooms: in the kitchen: 18°C, in the bedroom: 17°C. The individual comfort temperature is decisive in all cases. It depends above all on the temperature of the walls and windows. Lower the room temperature by a few degrees to about 18°C at night or during the day if you are not around for a few hours. If you are absent for a few days, the temperature should be set to 15 °C. if you are absent for a longer period, it should be set slightly lower. The room temperature in living and working rooms can be reduced by 5 °C during the night hours. Modern heating systems enable a centrally controlled reduction of the room temperature.

- *The right temperature control*

Thermostatic valves consist of two parts: The room temperature can be set on the thermostatic head. It records the room temperature and tells the valve (s) how much heating water should flow into the radiator to reach the desired room temperature. The more precisely a thermostatic valve can maintain the room temperature, the lower the energy consumption. The less well insulated a house is, the more worthwhile it is to temporarily turn down a radiator in unused living spaces. In addition to the classic thermostatic heads, there are also programmable thermostats that only heat to the desired temperature at the times entered. They can be set to lower or raise the room temperature at certain times of the day. If you leave the house in the morning, the thermostat switches to a lower temperature, for example. When you return home in the evening, the thermostat sets a pleasant room temperature in good time. The use of programmable thermostats can save about 10 % energy.

- *Correct ventilation*

Even in sufficiently heated rooms, moisture gradually accumulates. In a four-person household, about twelve liters of liquid are released into the air every day through breathing, showering, cooking and washing. Regular ventilation during the heating season is therefore essential in order to reduce humidity in the home and ensure good air quality. It is more effective to open the windows completely several times a day and to ventilate them briefly and vigorously for five minutes („shock ventilation“) than to leave them permanently tilted. The cooler the room temperature, the more often ventilation must be provided to prevent the formation of mold due to moisture.

## **Disposal of waste in drains and toilets**

Please note that the disposal of food leftovers and garbage in the drains or the toilet is not allowed, as they have not been made for this purpose. If the drains get blocked, your landlord may charge you for the cleaning.

## **Waste separation**

In Germany, waste is separated so that individual parts can be recycled. Basically, there are the following types of garbage:

### **Waste paper (green/blue bin)**

This belongs in the green recycling bin: paper, cardboard and cardboard packaging, newspapers/magazines, books and waste paper. Not to be collected: Wax and oil cloths, hygienic paper (e.g. paper handkerchiefs, diapers, bandages), milk and juice bags, coated paper, torn wallpaper, pizza boxes, carbon paper, foils, composites, etc. Cardboard and cartons placed next to the green bin will not be taken.

### **Biowaste bin (brown bin)**

Through self-composting, the container space of the residual waste bin per person and week can be reduced to 20l, using the bio bin to 15l per person and week. For the own composting on the property there is an additional remuneration on written request. This fee does not apply when using an organic waste bin.

### **What belongs in the brown bin:**

Kitchen trimmings: eggshells, coffee grounds, coffee filters, tea grounds, tea filters, etc. fruit and vegetable waste:

Vegetable plaster remains, fallen fruit, fruit stones, apple kits, nut shells, cabbage leaves, salad, onion shells garden waste: Weeds, withered flowers, potting soil (in small quantities), twigs, leaves, lawn cuttings, hedge trimmings, cabbage stumps, shrub cuttings, herbaceous pruning, potted plants. Only material provided in bins will be collected.

Please do not put the organic waste in bags in the bin.

### Residual waste (grey bin)

Even if you have placed all recyclable parts in the respective collection containers, unfortunately non-recyclable waste remains. That belongs in the grey residual waste bin.

According to the Waste Disposal Statutes of the City of Dormagen, the person obliged to connect must provide at least 24 litres of container space per week for each person registered. On request, several obligated persons (e.g. neighbours on the property) can form a joint association for the joint use of waste containers, which may lead to cost savings. The grey bin is removed weekly. The Grey Bin with the pink lid is removed during the 14-day garbage collection.

#### In the residual waste bin belong:

Flower pots, frying and deep-frying fat, disposable razors, feather beds (pillows), window glass, lighters, films, felt-tip pens, ballpoint pens, fountain pen cartridges, tableware, light bulbs, household refuse, radio play cassettes, cat litter/small animal litter, ceramics, candle remains, carbon paper, plastic pipes, nails, Ear sticks, paper tissues, plastic toys, plastic household goods, porcelain, records, screws, food leftovers (cooked), vacuum cleaner bags, earthenware, street sweepings, pantyhose, wallpaper leftovers, diapers, bandages, tampons, video cassettes, bird sand, cigar and cigarette ashes/tips. Construction rubble, stones and excavated earth do not belong in the grey bin:

### Hazardous waste

Pollutants (hazardous waste) from private households can be disposed of free of charge (used oil up to max. 5l, hazardous waste max. 20 kg).

### Electrical scrap

Small electrical appliances no larger than 20 cm, in normal household quantities, can be delivered free of charge to the mobile pollutant vehicle. Bigger electrical appliances that are larger than 20cm, in normal household quantities, can be delivered for disposal to the landfill free of charge.

These appliances can also be registered separately for collection.

## Bulky waste

Bulky waste is waste from households which, due to its size or bulkiness, does not fit into the residual waste bin. Bulky waste can be registered for disposal at the disposal company or disposed of at the landfill. If you would like to have waste collected (couch, cupboard, table,...), you must make an appointment for this and place the waste properly on the side of the road the evening before.

You can book appointments here:

<https://www.entsorgung-niederrhein.de/>

## 3. Household expenses

### Electricity

When you move into an apartment for the first time, you are automatically registered with the electricity provider that is responsible for your city. For this you need the number of the electricity meter, which your landlord can give you. When registering, you must then inform the company of the current status (the number on the meter before the decimal point). If you wish, you can also change the electricity provider. You can find out more about this on the Internet.

### Telephone/Internet

If you want to apply for an Internet and/or telephone connection in your own apartment, you can choose a provider. This provider will then tell you whether the connection can be installed on your premises. When concluding the contract, pay attention to the monthly costs for this and, if necessary, for the installation. The contracts of the providers are very different here and can have terms from one month to several years. During this period you must pay for the connection in any case.

### Television

Normally your apartment has a TV connection. If this is a cable connection, you usually pay the cost of this via the additional costs.

Depending on the provider you have the option of booking various packages in order to receive foreign channels. The installation of satellite dishes is not allowed in many houses. Please check **before** installing a satellite dish with your landlord whether this is allowed.

### **Insurances**

Insurances serve as security. We recommend that you get household contents and (family) liability insurance. You need the household insurance for everything that is in your apartment. The liability insurance covers you in case you cause damage to other persons.

### **New purchases**

The monthly amount you receive from the Job center includes a small amount that you have to reserve for new equipment or furniture. For example, if your washing machine is defective, you will not be paid for a new machine, but will have to pay for it from the saved fund.

### **Additional expenses**

In addition to your rent, you pay your landlord ancillary costs every month. Once a year you will receive an Invoice. You may get some money back. At the same time, however, it can also happen that you have to pay additional amounts of money.

[illegible]



## 5. Appendix

### 1.1 Mietobergrenzen (Stand: 01.02.2019)

#### Bruttokaltmietobergrenzen

Vergleichsraum	1 Person 50 m <sup>2</sup>	2 Personen 65 m <sup>2</sup>	3 Personen 80 m <sup>2</sup>	4 Personen 95 m <sup>2</sup>	5 Personen 110 m <sup>2</sup>	je weitere Person + 15 m <sup>2</sup>
1 Jüchen, Grevenbroich Rommerskirchen	410,00 €	488,15 €	576,80 €	718,20 €	809,60 €	110,40 €
2 Dormagen	424,50 €	521,30 €	635,20 €	745,75 €	921,80 €	125,70 €
3 Neuss	418,00 €	517,40 €	624,00 €	739,10 €	862,40 €	117,60 €
4 Kaarst	475,50 €	573,30 €	695,20 €	818,90 €	953,70 €	130,05 €
5 Meerbusch	417,50 €	557,70 €	660,00 €	851,20 €	1016,40 €	138,60 €
6 Korschenbroich	412,00 €	501,15 €	636,80 €	759,05 €	839,30 €	114,45 €

#### Bei Neuanmietungen einzuhaltende Betriebskostenmindestgrenzen

Vergleichsraum	1 Person 50 m <sup>2</sup>	2 Personen 65 m <sup>2</sup>	3 Personen 80 m <sup>2</sup>	4 Personen 95 m <sup>2</sup>	5 Personen 110 m <sup>2</sup>	je weitere Person + 15 m <sup>2</sup>
1 Jüchen, Grevenbroich Rommerskirchen	69,30 €	75,53 €	94,08 €	116,38 €	119,35 €	16,28 €
2 Dormagen	65,80 €	78,72 €	94,64 €	115,71 €	129,36 €	17,64 €
3 Neuss	82,95 €	99,19 €	126,00 €	152,29 €	171,71 €	23,42 €
4 Kaarst	62,30 €	86,45 €	105,28 €	117,71 €	120,89 €	16,49 €
5 Meerbusch	64,40 €	84,18 €	100,80 €	123,03 €	125,51 €	17,12 €
6 Korschenbroich	49,00 €	70,07 €	105,28 €	111,06 €	120,89 €	16,49 €

## Checklist for renting an apartment

- ☐ Do you have a residence permit for at least 12 months?
- ☐ Registered for social housing?
- ☐ Application submitted to the Job centre for SGB II benefits?
- ☐ Form „Rental offer“ filled in by the landlord?  
(Available at Jobcenter)
- ☐ Have you submitted the „Rental offer“ form to the Job Centre?
- ☐ Have you received a rental confirmation from the Job Centre?
- ☐ Did you sign the lease?
- ☐ Did you apply for initial outfitting?
- ☐ Request for renovation costs?
- ☐ Furniture selected at the Caritas department store?

## ***Checklist for moving out of an apartment***

- ☐ Complete apartment cleaning
- ☐ Cleaning the kitchen  
(stove, oven, kitchen cupboards & refrigerator)
- ☐ Remove all food
- ☐ Garbage disposal
- ☐ Thoroughly clean all cupboards and drawers
- ☐ Bathroom cleaning  
(toilet, shower, washbasin & floor)
- ☐ Wiping the floor throughout the apartment
- ☐ Cleaning all windows in the apartment
- ☐ Leave home furniture in good condition
- ☐ Take or remove all personal belongings
- ☐ Report any defects in the apartment  
(e.g. defective toilet, stove etc.)
- ☐ Put key into all cabinets
- ☐ Make an appointment with a caretaker

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