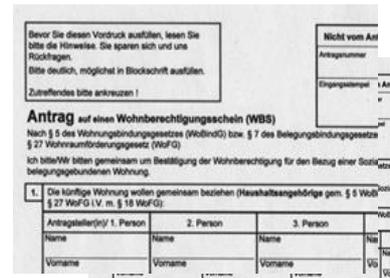


# 13 steps to your own apartment

1. Sign up as a homeseeker at the accommodation office of the **Lutheran Youth- and Welfare Organisation (EJF - Evangelisches Jugend- und Fürsorgewerk)** and get a **rental charges takeover certificate (Mietkostenübernahme-Bescheinigung)** a The EFJ is located in the same building as the Department of Health and Social Affairs (LaGeSo - Landesamt für Gesundheit und Soziales) in Turmstraße 21, House K, entrance D, 10559 Berlin. Telephone number: 030 30208985.



2. Get a **Certificate of eligibility to public housing (Wohnberechtigungsschein)** at the housing office in your district. You can find a list of the documents you need to bring in the leaflet "13 steps on the way to your own apartment".



3. Search on the websites of **housing agencies** for suitable accommodation opportunities, e.g.



Be aware of **upper rent limits**. You can find them in Annex 1 of the leaflet "13 steps on the way to your own apartment".

4. Have a look at a city map or Google maps to find out where the apartment is located. **Visit the district.** Then you can see if you like it.

5. Arrange a meeting with the landlord to **have a look at the apartment**. - Ask somebody with good German skills to help you with that.



6. Bring the following **documents** as photocopies to the viewing:



- Passport/ ID card with residence title
- Certificate of eligibility to public housing (Wohnberechtigungsschein)
- Confirmation of benefits (Leistungsbescheid) from LaGeSo or Jobcenter
- Current bank account statement
- Certificate of residence (Meldebestätigung)
- Letter from your current landlord confirming that you have no rent arrears (Bescheinigung über Mietschuldenfreiheit)



- Credit report from Schufa

7. When viewing the apartment, make sure...

- that the apartment has no deficiency and that nothing is broken
- that it is in the same condition as indicated in the housing description
- that you don't give money to anyone



You can find a checklist in the leaflet "13 steps on the way to your own apartment".

8. Are you satisfied with the apartment? Then ask the landlord for a description of the apartment to get a **reimbursement agreement** (Kostenübernahmebescheinigung). You have to apply at the LaGeSo or Jobcenter for the reimbursement agreement. As soon as you have the agreement, send it to the landlord.

9. If the landlord agrees on renting out the apartment to you, check the **tenancy agreement** (Mietvertrag)– ask somebody with good German skills to help you. You can find a detailed checklist in the leaflet "13 steps on the way to your own apartment".

- Don't sign anything you don't understand.



When **handing over the apartment**: make a written record. This has to be signed by you and the landlord!



- Write down the deficiencies the apartment already has.
- Write down the current count of electricity and water.
- Write down the number of keys that you have received.

10. Apply for an **initial furnishing of the apartment** at the LaGeSo or Jobcenter. You can find a sample application in the leaflet "13 steps on the way to your own apartment."



11. Prepare your moving: look for helping hands and a car!

12. Inform the LaGeSo or Jobcenter, the immigration authorities, the bank, health insurance and other important people about your **new address**. Enter the day of your moving as starting date. Ask the post office to forward your correspondence.



13. You made it! **Congratulations!**

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