

# Rental files

## Attachments

- Rental contract Original
- Direct debit authorization Copy\*
- Disclaimer instruction Copy\*
- Inventory list Original
- Landlords confirmation Original
- General Conditions Original

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- Important Information
- Forms

- *Terms of use* on the bulletin board in your house
- *House roles* on the bulletin board in your house

*\*In case you made a copy of it before you have sent to us the originals*

# Important Information & Deadlines

- Residence eligibility
- Length of Residence
- Extension of rental contract
- Termination of the contract
- Moving within our dormitories
- Moving out at the end of the contract
- Deposit
- Registration office
- Cleaning
- Cleaning plan
- Garbage
- Night rest
- Broadcasting fee
- Key loss
- Save energy
- Tutors
- Reminders
- Warnings

## • Residence eligibility

→ Benutzungsordnung, § 1 Wohnberechtigung

All properly enrolled students of the following universities are entitled to live here

- University of Ulm
- TH Ulm
- Hochschule für Rechtspflege Schwetzingen
- Schwäbisch Gmünd University of Education
- Schwäbisch Gmünd University of Design
- Aalen University - Technology and Economics
- HBC University Biberach
- Baden-Württemberg Cooperative State University in Heidenheim

## • Length of Residence

→ Benutzungsordnung, § 1 (4) Wohnberechtigung

The maximum length of the rental contract is 6 semesters.

## • Extension of rental contract

→ Benutzungsordnung, § 1 (4) Wohnberechtigung

The entitlement to housing is valid for 6 semesters, and only if the residence eligibility is applicable. An extension in particular hard case is possible upon a written application. A special case of the hard case exists in particular in the case of a disability and single parent students.

## • Termination of the contract

→ Allgemeinen Mietbedingungen, §11 Beendigung des Mietverhältnisses

Regular cancellation dates are March 31<sup>st</sup> and September 30<sup>th</sup> with a notice period of eight weeks.

- • Deadline for cancellation is March 31<sup>st</sup> is February 2<sup>nd</sup>
- • Deadline for termination is September 30<sup>th</sup> is August 4<sup>th</sup>

A cancellation request should be made in written, original form (not by email), i.e. sent by post or brought to our mailboxes [https://studierendenwerk-ulm.de/wp-content/uploads/2016/12/K%C3%BCndigungsformular\\_deutsch-englisch.pdf](https://studierendenwerk-ulm.de/wp-content/uploads/2016/12/K%C3%BCndigungsformular_deutsch-englisch.pdf)

## • Moving within our dormitories

→ Allgemeinen Mietbedingungen, §8, Einzug, Umzug

If you want to change your room, you should submit a move in request:

[https://studierendenwerk-ulm.de/wp-content/uploads/2016/12/Antrag\\_auf\\_Umzug\\_deutsch-englisch.pdf](https://studierendenwerk-ulm.de/wp-content/uploads/2016/12/Antrag_auf_Umzug_deutsch-englisch.pdf)

## • Moving out at the end of the contract

Note: Returning the room and key does not automatically terminate the rental agreement.

Please, get in contact with the caretaker 3 weeks before the end of the contract and make a moving out appointment.

Clean your room and the common area, take ALL of your things, especially food from the kitchen and the refrigerator before you deliver the keys back to the caretaker. In case the caretaker finds the room and the common area not clean and that the cleaning company needs to be engaged as well, you will be charged for the cleaning costs

**Please note:** The return of the room and the keys does not end with the rental agreement. The rental agreement ends on the date specified in the rental agreement or, in the event of termination, on the date specified in the termination confirmation.

## • Deposit

A full or a part if a deposit will be transferred to the given account back earliest 6 weeks after the **end** of the contract

## • Registration Office

You must register (with the Landlords confirmation) at the residents' registration office of the respective city within two weeks upon arrival

Registration Office Ulm Stadt Ulm (Bürgerdienste), Olgastraße 66, 89073 Ulm, [ulm.de](http://ulm.de)

Registration Office Biberach, Rathaus, Marktplatz 7/1, 88400 Biberach an der Riß, [biberach-riss.de](http://biberach-riss.de)

Citizens' office, City administration Marktplatz 1, 73525 Schwäbisch Gmünd, [schwaebisch-gmuend.de](http://schwaebisch-gmuend.de)

## • Cleaning

According to your rental contract, you are obliged to clean regularly. Of course, this includes the regular cleaning of your own room and the common areas.

## • Cleaning plan

The tenants of one shared flat should make a cleaning plan, according to which the residents are obligated to take turns cleaning regularly. If the property owner determines that there is a need for cleaning, the resident

responsible according to the cleaning plan is liable for the cleaning. If the residents have not drawn up a cleaning plan or have not adhered to it, all residents are jointly and severally liable for the cleaning.

- **Garbage**

Household waste contains valuable raw materials that are returned to the recycling cycle through waste separation. Help to protect our environment and our resources!

- **Night rest**

→ Hausordnung, 4. Lärm

Disturbance from roommates and residents, particularly between 10 p.m. and 8 a.m., is to be avoided. This applies both inside and outside the residence hall

- **Broadcasting fee**

If the broadcasting fee is paid by a roommate, the tenant is obliged to pay the proportion of the broadcasting fee that is calculated from the number of roommates who are liable to pay the fee, unless he is exempt from the broadcasting obligation.

- **Key loss**

If you lose your key, please contact your caretaker immediately.

He will then order you a new cylinder and the corresponding keys. You will receive a replacement key from the caretaker on an interim basis.

We will have to charge you for the cost of the new cylinder and the keys.

You can find the cost of replacing the key on the notice board in your house

- **Save energy**

Due to the constantly rising of the energy prices, we urgently ask you to be economical with electricity, heating, water, waste...

- **Tutors**

In all of our dormitories, there are residents who take responsibility for a certain area, the so-called tutors. There are IT tutors you can contact for your internet connection, then there are bar or party tutors, a spokesperson, etc. You can find the list on the notice board.

- **Reminders / payment request**

With such a reminder, the tenant would be addressed in case there is any outstanding on the account. To avoid additional fees, we sent such a request with the information what is to do with the deadline.

- **Warnings**

A warning is a formal request for someone to refrain from a specific action or behavior. In the case of tenancy law, the unsuccessful warning about the behavior of the other party that is contrary to the contract is a prerequisite for effective termination of the corresponding contractual relationship without notice.

Smoking in room is to be avoid, since it cause the high cleaning and reparation costs (fourfold). When, than best is to smoke outside

## **Studierendenwerk Ulm**

Vermietungsmanagement

Manfred-Börner-Straße 5

89081 Ulm

Tel. 0731 790 31 8000

[wohnen@studierendenwerk-ulm.de](mailto:wohnen@studierendenwerk-ulm.de)

Caretaker:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Emergency call Police: 110

Emergency call fire department: 112

# Forms

<https://studierendenwerk-ulm.de/wohnen/infos-fuer-mieter/#antraege-wohnen>

- **Request for the extension of the contract**  
(*Wohnzeitverlängerung*)
- **Request for the change of the room**  
(*Umzug*)
- **Request for the termination of the contract**  
(*Kündigung*)

**NOTICE**  
This request must reach the  
dormitory management at the latest  
**3 month before** the end of the  
tenancy.

Studierendenwerk Ulm  
Anstalt des öffentlichen Rechts  
- Abteilung Wohnen –  
Postfach 40 79  
89030 Ulm

## Antrag auf Umzug / *Request to move*

Name \_\_\_\_\_  
Vorname \_\_\_\_\_  
*Forename* \_\_\_\_\_  
Geburtsdatum \_\_\_\_\_  
*Date of Birth* \_\_\_\_\_  
Studierendenwohnhaus / Zi. Nr. \_\_\_\_\_  
*dormitory / Room-Nr.* \_\_\_\_\_  
Tel. / Handy-Nr. \_\_\_\_\_  
*Tel. / Mobil-Nr.* \_\_\_\_\_  
  
e-mail \_\_\_\_\_  
Immatrikulationsbescheinigung \_\_\_\_\_  
*Matriculation number* \_\_\_\_\_

### **Umzug: / Move:**

**innerhalb des Studierenden  
wohnhauses**

*within the same dormitory*

**in das Studierendenwohnhaus**

*to a different dormitory*

**besonderer Wunsch?**

*special wishes?*

**Wann möchten Sie umziehen?**

*preferred moving date?*

**Grund des Umzugs?**

*reason for moving?*

Wir bitten Sie, den Antrag vollständig auszufüllen, da Ihnen dieser sonst unbearbeitet zurückge-  
sandt wird. Wird Ihrem Antrag auf Umzug stattgegeben, ist eine einmalige Bearbeitungsgebühr  
von **40 EUR** zu entrichten (Die Gebühr wird zu Beginn des neuen Mietverhältnisses abgebucht).  
*Please fill in this form completely, otherwise it will be sent back to you with no action taken. If your  
request to move is granted, a processing-charge of € 40 must be paid, which will be debited to your  
account at the beginning of the new tenancy.*

\_\_\_\_\_  
Ort / location, Datum / date

\_\_\_\_\_  
Unterschrift / signature

08/2014



An das  
Studierendenwerk Ulm  
Anstalt des öffentlichen Rechts  
- Recht, **Wohnen**, Soziales -  
Postfach 40 79  
89030 Ulm

## Kündigung / Cancellation

- ☐ meines Wohnhauszimmers / *my room*
- ☐ meines Tiefgaragen- oder Stellplatzes / *my garage-/ parking space*

Name

*Name* .....

Vorname

*Forename* .....

Studierendenwohnhaus

*Dormitory* .....

Zimmer Nr.

*Room Nr.* .....

TG/Stellplatz Nr.

*Garage-/parking space Nr.:* .....

**Hiermit kündige ich meinen Mietvertrag (Allgemeine Mietbedingungen § 11) über das Zimmer / den (Tiefgaragen-) Stellplatz zum**

*I cancel herewith the rental contract (general rental conditions § 11) for my room/parking space to:*

☐ 30.03.20....

☐ 29.09.20....

☐ oder zum

*or to* .....

*(Schriftlicher Nachweis des Kündigungsgrundes muss beigelegt werden!)*

*(Written confirmation of the reason for the cancelation must be included)*

.....  
Datum/ *Date*

.....  
Unterschrift/ *Signature*

- ☐ Ich werde mich voraussichtlich nach meinem **Praxis-/Auslandsemester** für ein Wohnhauszimmer beim Studierendenwerk Ulm bewerben.

- ☐ *I will probably apply for a room at the Studierendenwerk Ulm after my **internship / abroad semester.***

geplanter Mietbeginn

*planned start of rent*