

# Housing Search Guidelines

(Stand: 01.07.2020)

## Your Housing Search with Welcome Service Support

Below you will find important information on how our apartment search process works. This information is vital as it can affect whether or not you are able to obtain adequate housing in a timely matter. We will support you to the best of our ability in your search for accommodation. However, we cannot guarantee that we will find accommodation for you.

### TIMELY SUBMITTAL OF YOUR INQUIRY

- Only researchers staying in Augsburg for a minimum of 1 month may utilize our service.
- You have to submit your inquiry via the housing search contact form at least 3 months before the start of your proposed stay. If you wait any longer to contact us, we might not be able to accommodate your request.
- The summer months (May-August) are especially difficult for finding short-term, furnished housing. If you are arriving/staying short-term during this time period, we recommend you to contact us as soon as possible prior to your arrival. Please note that most holiday apartments are fully booked around 6 months in advance.
- You are responsible for the accuracy of the information you provide us with on your contact form. We cannot accommodate for changing dates or a fluctuation in the amount of people (partner, children, etc.) you are bringing with you.

### APARTMENT OFFERS & COMMUNICATION

- Rental contracts in Germany begin on the 1<sup>st</sup> or the 15<sup>th</sup> of the month. If need be, you may have to stay in a hostel or hotel until your contract begins and you can move in.
- Depending on the current situation of the housing market we can – most likely – only offer you a maximum of three apartments that fit within your budget and time frame. If you choose not to accept one of our offers, we will not provide any further options.
- We work with commercial room/apartment providers and - in some instances - private landlords. The Welcome Service cannot reserve housing for you on private housing portals like wg-gesucht or on vacation rental sites like AirBnB.
- We are unable to take any special requests into account unless there are circumstances that justify making an exception, such as in the case of a disability.
- It may not be possible to avoid the need to move to another apartment/room during your stay.
- Decisions normally need to be made very quickly due to the tight real estate market! Once we offer you an apartment, you need to respond within 24 hours unless noted otherwise. None of the options we provide are privately held for our researchers and might therefore be unavailable at any time.
- All email communication with the Welcome Service during this process needs to be quick and prompt.
- If you confirm that you want an apartment we offer, your confirmation is binding.

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### STUDENT HOUSING

- It is not possible for PhD students, postdoctoral researchers, visiting lecturers or professors to stay in the student dormitories of the University of Augsburg.
- PhD Students are only eligible to apply to stay in the student dormitories if they are earning under 735,00€/month. If this applies to you, please directly contact the Student Services Organization ([Studentenwerk Augsburg](#)) about filing an application.

### RENTAL CONTRACT

- You must be able to pay both the first month's rent as well as the security deposit when you submit the rental contract.
- The Welcome Service provides you with an English translation or summary of the original German rental contract.
- The translation/summary is just a guideline (not an official translation!) and you alone are responsible for checking it for accuracy. Only the German contract is legally binding.
- After the process of finding you an apartment is completed and you have signed your rental contract, all further details are to be arranged between you and the landlord.
- If you currently have a rental contract in Augsburg or somewhere else, it is your responsibility to end it.
- If your rental contract is for an indefinite amount of time, you are responsible for directly submitting the notice of cancellation to your landlord three months in advance unless stated otherwise in the rental contract.
- In the same sense, you are responsible for directly arranging an extension of your rental contract with your landlord should you need an extension.

### ARRIVAL & KEY PICK-UP

- You need to make sure you book a flight that allows you to pick up your apartment keys at an appropriate time (Monday-Friday during normal business hours).
- The Welcome Service cannot pick up keys on your behalf.
- Detailed information on how to get to Augsburg from Munich airport can be accessed [on our website](#). Please always be prepared for delays!

### LONG-TERM STAYS

- The Welcome Service offers researchers initial housing search assistance. We do not offer continued housing search support for researchers wanting to move into privately-owned apartments or houses.
- The initial housing offers provided are intended for the start of a stay and if the researcher is staying longer and chooses to move, it is their responsibility to find an accommodation.