

# STUDENTENWERK DORMITORIES

Frauenstraße 46 / Detterstraße 21  
Untere Himmelreichstraße 10



# ADDRESSES AND CONTACTS



- The dormitories are run by the Student Union (Studentenwerk Niederbayern/Oberpfalz)
- Contact email-address: [info-punkt-deg@stwno.de](mailto:info-punkt-deg@stwno.de)



# ADDRESSES AND CONTACTS

- Caretaker : Mr. Otto Karl
- Responsible for repairs of damages, final inspections etc.
- Office is located in the basement of Finkenhof
- Make appointments by sending an email to: [hws-deg@stwno.de](mailto:hws-deg@stwno.de) or [fs-deg@stwno.de](mailto:fs-deg@stwno.de)



# ADDRESSES AND CONTACTS

- Tutors:
  - Finkenhof: To be announced
  - Untere Himmelreichstraße: To be announced
- They organize events for the dormitory residents and can help you with everything dorm-related
- Their contact details can be found at the dormitory entrance



# ADDRESSES AND CONTACTS

- International Office: Pouria Esmailipour
- Responsible for all queries and questions regarding your stay there
- Please always contact us! We will forward all queries to the Student Union
- Send an email to: [pouria.esmaeilipour@th-deg.de](mailto:pouria.esmaeilipour@th-deg.de)
- Telephone: 0049 991 3615 8357





# DOCUMENTS



The following documents have been sent to you by the Student Union:

- Rental contract: Please print it and sign it twice. Your rental agreement is in German. An English template is available on the website of student union:  
[https://stwno.de/images/5\\_Wohnen/Downloads/Mietvertrag\\_möbliert\\_Muster\\_Englisch\\_10\\_2020.pdf](https://stwno.de/images/5_Wohnen/Downloads/Mietvertrag_möbliert_Muster_Englisch_10_2020.pdf)
- Wohnungsgeberbestätigung (confirmation of the landlord): Please fill it in and sign it twice.
- SEPA direct debit mandate: Please fill it in and sign it once.
- Handover protocoll: Must be filled in within 2 weeks after having moved into the apartment.



# DOCUMENTS



- All documents must be handed over to me and I will forward them to the Student Union.
- Your Wohnungsgeberbestätigung and handover protocoll will also be signed by the caretaker. After Mr. Karl signed the two documents, you will get the Wohnungsgeberbestätigung back to do your Anmeldung.
- If you need help in filling in the documents, just contact me!



## LICENCE/RADIO FEE

- Every household in Germany must register for the Licence Fee.
- A single apartment in a student dormitory is considered as being a household.
- Please make sure to register for the Licence Fee in time.  
Students who do not register risk high fines!
- For more information, please refer to: [https://www.rundfunkbeitrag.de/welcome/englisch/index\\_ger.html](https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html)



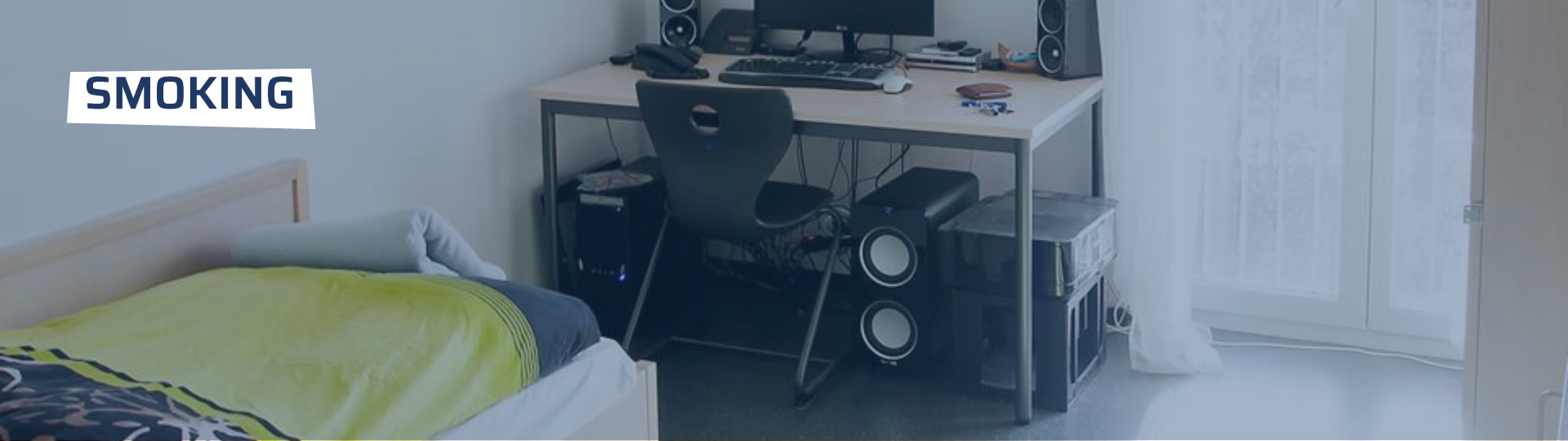


## REPORT OF INITIAL DAMAGES

- When moving into the apartment, please check it carefully for damages and write it on the checklist.
- The report of initial damages is possible within two weeks!  
If you do not report any damages within these two weeks, your apartment is considered as being in perfect condition and you will be responsible for it.
- In case of initial damages, please inform the caretaker Mr. Karl within two weeks after your move-in.



# SMOKING



- Smoking is absolutely forbidden in the whole building!
- Smoking in open windows is also forbidden!
- If you would like to smoke, please use the smoking areas.



A photograph of a student room. On the left is a bed with a light green blanket and a blue and white patterned pillow. To the right is a desk with a computer monitor, keyboard, and two large black speakers. A white curtain is visible on the far right.

# SMOKE DETECTOR, REPAIRS AND SUBLEASE

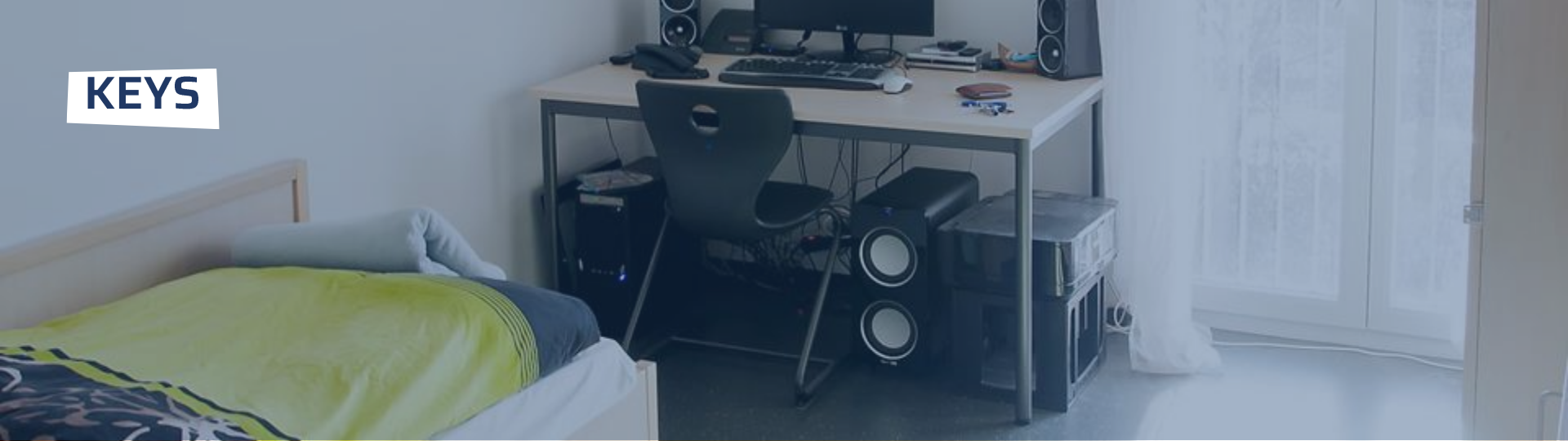
- A smoke detector is installed in every apartment.
- You are not allowed to deinstall or cover it!  
Please do not manipulate the smoke detector at all, any manipulation will be punished!
- If you cook and there is a lot of smoke/steam in your room, please open the window immediately as this may trigger the smoke detector.

## **Important:**

- In case of damages, do not repair anything yourself, but always inform the caretaker.
- It is absolutely forbidden to sublet your room without the consent of the Student Union!



# KEYS



- Take care of your keys!
- Do not lose them or forget them in your apartment.
- Only in exceptional cases, the caretaker can open the door (in case he is around that day).
- Otherwise, you have to call a key service. Be aware that it is very expensive (up to several hundred Euros!)
- In addition to the costs for the key service, the Student Union will also claim a certain amount which you will have to bear yourself!







# COMPLAINTS

- All complaints about misbehaviour (smoking, noise, etc.) will be forwarded to the International Office.
- Exchange students' home universities will be informed as well.
- In case of repeated misbehaviour and violation of the rental agreement, the Student Union can terminate the rental contract at short notice!





## PROLONGATION OR TERMINATION

- All tenants will receive an email from the Student Union regarding prolongation for another semester or termination of the contract at the end of the semester (29<sup>th</sup> February 2024).
- Prolongation and termination are both binding, think about it carefully.
- In case of termination, fill in the cancellation form and submit it to the Student Union.
- Before you move out, you are obliged to make an appointment for the final inspection with the caretaker who will evaluate the condition of the apartment.





## DEPOSIT REFUND

- The deposit refund will be done within 6 months after the end of the contract.
- It will be fully refunded in case that you left the apartment in perfect condition.
- Costs for repairs etc. will be withdrawn from the deposit refund.
- Deposit refund is also possible via PayPal. Please mention your account on the cancellation form.



**THANK YOU FOR YOUR ATTENTION**

**QUESTIONS?**

