

# FAQ for Subtenants

Wohnungsreferat Stuttgart e.V.  
as of 28.01.2024

## General information (for potential tenants)

### *What should be taken into account if I'm considering renting a room for a short time?*

- You have to be a student (or a PhD student, student apprentice, course participant at Deutschkolleg Stuttgart or MINT-Kolleg Baden-Württemberg) and the age of a typical student (see the terms & conditions for details).
- Your landlord will also be a student. Wohnungsreferat is only acting with his authority.
- Subleasing term: at least 2 weeks and maximum 6 months in total
- If you search a room for 6 months or more, then you can apply to Studierendenwerk Stuttgart directly (only as a student at a university in Stuttgart or vicinity), which will give a room for the full term.
- Often we can offer you a room for only one month, then you will have to change rooms. Once you live here, you can be put on the waiting list for the next months with priority.
- Security deposit: 400 euros
- Rent (all costs included): between 300 and 420 Euros per month via bank transfer (due on the 3rd working day)

### *Furnishings of the room:*

- Furnished single room in a shared flat in the dormitories [Allmandring II](#) (Allmandring 24A to 24D) and [Allmandring III](#) (Allmandring 26A to 26D) of Studierendenwerk Stuttgart
- Bed, mattress, desk, chair, closet, shelf, and curtains (not always available on the upper floors) are always provided, but we do not supply bedclothes, pillows, blankets, or kitchen utensils.
- Mixed-gender flats (2–5 people), 1–2 toilets, bathroom, kitchen (stove, oven, fridge), balcony/terrace and sometimes storage room in the basement
- Cheap Internet (registration required separately, provided by cable and wifi)
- Waste collection place, good on-site parking
- Caretaker services, which also provides cleaning agents, light bulbs, garbage bags, etc.
- Washing machine and tumble dryer with low prices per usage in the basement

### *I want to rent a room. What steps should I follow?*

- Please fill out the application form on our website [www.woref-stuttgart.de](http://www.woref-stuttgart.de) after you have read the information provided there.
- If we offer you a room, you will have to accept or decline it shortly because we don't reserve rooms.
- After we have sent you the tenancy agreement via email, a legally binding agreement exists (even without signature). Please transfer the security deposit within one week.
- You also have to schedule with us the day when you move in (see below).
- At your move-in (or afterwards in our office), you will have to sign the tenancy agreement. A legally binding tenancy exists even without a signature.

### *I am on the waiting list, but I never received any offer.*

- Either we had more interested persons than free rooms or our email with the offer is in your spam folder.

### *Who is my landlord?*

- Your legitimate landlord is the former tenant of your room (main tenant) and you are a subtenant. But we are authorized by them to sign the tenancy agreement and handle everything else. This is why you should always contact us before them. In particular, the main tenant is not authorized to take additional fees. Contact us if they try to.
- You can request the contact information of the main tenant from us.

### *How can I reach the Wohnungsreferat out-of-hours?*

- Because we are only available by phone at our office hours, you are advised to write us an email to [info@woref-stuttgart.de](mailto:info@woref-stuttgart.de). In an emergency, you can find where we live at the glass case at each building.

## Information for our subtenants

### *Who undertakes the move-in/out and hand-over of keys?*

- The move-in and move-out are undertaken by Wohnungsreferat, not the caretaker (Hausmeister). For the move-in/out, you will have to schedule an appointment with us in one of our office hours in person or by phone before the wished appointment. The latest and also the best opportunity for scheduling would be the last office hour before the wished appointment. If there are office hours at the wished day of your move-in/out date, you will have to schedule the appointment one week earlier.
- This deadline is only for scheduling the appointment, not the appointment itself, which is usually the first day of the contract (earliest date for your move-in) or last day of the contract (latest date for your move-out). We usually also have time at the weekend for your appointment.
- In order to move in, you have to transfer the deposit.
- The room needs to be cleaned and empty when you move out. The apartment needs to also well cleaned (ask your flat mates for help since all are responsible for a dirty apartment). After scheduling an appointment, you will receive an email with all important information for your appointment including a checklist what to clean. After the appointment, we will lock the door of the room.
- If you have a follow-up lease with Studierendenwerk for the same room directly after the subleasing term, please contact us as soon as possible. Otherwise, you will have to move-out at then end of the subleasing term as agreed in the contract.

### *When will my security deposit be reimbursed?*

- Usually after 3–6 weeks

### *Do I have to register at the town hall?*

- Only the text of the law called [Bundesmeldegesetz](#) (BMG) is valid. The information below is only a short summary. Errors and omissions expected.
- Within 2 weeks after your move-in, you will have to register at the town hall ([§ 17 BMG](#)) if you stay for more than 6 months in the room from another place in Germany or for more than 3 months if you moved from abroad ([§ 27 BMG](#)). You also have to unregister between 1 week prior and 2 weeks after your move-out in case you won't stay in Germany. Not following the law can be fined with up to 5.000 Euros.
- You will need a confirmation called "Wohnungsgeberbestätigung" for registration, which is the 3rd page of your tenancy agreement. It will be signed by us at your move-in if you bring it with you. Later you can also come to our next office hour to get it signed.

- Nearest town hall: [Bürgerbüro Vaihingen](#), Rathausplatz 1, 70563 Stuttgart; bus stop [Vaihingen Rathaus](#) with bus line 82

#### **Are there any fees that I should know about?**

- We will take a fee of 5 Euros if you are late to (or miss) the move-out/in or hand us over the room too late because it was not cleaned well. Additionally, we will take a fee of 2 Euros if you pay the rent or security deposit too late.

#### **How do I get the Internet access running?**

- You will get Internet access for a small fee from Selfnet e.V. You can find their contact information and office hours on [www.selfnet.de](http://www.selfnet.de). You will need the tenancy agreement signed by us for the registration. Hence, we recommend that you will bring two copies of the tenancy agreement to your move-in appointment.
- Only you are responsible for the activation. Without activation you won't have any Internet access in your room. The main tenant is not allowed to share their Internet access with you.

#### **Where is room abcde in Allmandring 24A to 26D?**

- The room is on the *a*-th floor (for the lowest level, this part is left out), apartment *bc* and room *de* (from 01 to 05). So 41503 would be room 3 in apartment 15 on the 4th floor.

#### **What can be opened with my key?**

- Front door, apartment door, room door, mail box, basement doors (if available)

#### **Where are the caretakers (Hausmeister) located and when are they available?**

- For Allmandring 24A–D: [Hausmeister Allmandring II](#), Allmandring 24A, entrance is outside
- For Allmandring 26A–D: [Hausmeister Allmandring III](#), Allmandring 26A, ground floor
- Office hours: Mon–Thu 13:30–14:30, Fri 8:00–9:00

#### **What are the house rules?**

- All tenants are responsible for cleaning the apartment (toilet, bathroom, kitchen, etc.), including you as a subtenant living there only for a short time. Talk with your flat mates about a cleaning roster.
- In our dormitories, we [separate](#) the garbage between plastic (Yellow Bag), used paper, and residual waste, which all belong to the [garbage collection place](#) left of Allmandring 26D. A [bottle bank](#) is available near the pedestrian bridge near Pfaffenwaldring 57 (10 minutes by foot).
- Dogs and cats are prohibited.
- Nighttime peace is from 22:00 to 8:00.
- The house rules are available at the office of the caretaker.

#### **How do I use the washing machine and tumble dryer?**

- If you are a student at a university in Stuttgart or vicinity, you will be able to charge your student ID with money. Instructions on how to use the washing machine / tumble dryer and which IDs are accepted can be found in the basement. If you don't own an accepted student ID, you can get a [guest card issued by Studierendenwerk](#) or borrow one from your flat mates.

#### **Receiving letters / parcels and name tag**

- If you want a name tag at the letter box, then please ask us for one. But never remove the name of the main tenant and don't attach your own name tag.
- Alternative for letters: Add “c/o <name of the main tenant (see Hauptmieter on your contract)>” under your name, e.g., “c/o Max Mustermann” if Max Mustermann is your main tenant. ZIP code: 70569
- Parcels: Add “Zimmer abcde” (see your tenancy agreement for the room number *abcde*) under your name.

#### **Where is a shopping mall?**

- Little supermarket [Frischemarkt Roth](#) underneath the canteen (10 minutes by foot) of the University
- Supermarket [Netto](#) (10 minutes by foot): Walk *Allmandring* southwards (increasing house numbers), then right into *Nobelstraße* until the end (at the traffic circle).
- Shopping mall [Schwabengalerie in the center of Vaihingen](#) containing Kaufland, Aldi, and other shops. Either 25 minutes by foot, by bus with line 81 towards *Lambertweg* from stop [Lauchhau](#) (near supermarket Netto, see last point) to stop [Schwabengalerie](#) or with bus line 82 towards *Rohr Mitte* from stop [Schranne](#) to stop [Vaihingen Rathaus](#).
- There are also other shops, postal office, drug store, bakery, doctor's office, etc. in the vicinity of Schwabengalerie.

#### **Where is the next urban railway (“S-Bahn”) station?**

- The [station Universität](#) is located at the center of the campus of University of Stuttgart and can be reached within 10–15 minutes by foot. Walk in the courtyard of the dormitories to the lower house numbers and after the pedestrian bridge continue straight. The railway (lines S1, S2, and S3) needs 12 minutes to Stuttgart main station/city.
- See the website of the [transport association VVS](#) for connections and tickets.

#### **I will be too late to an appointment. What should I do?**

- Please write us an email with meaningful title in case you will be too late. With a bit of luck, we will notice the message in time.
- We will call you 10 minutes after the appointment (without caller ID) in order to make a new appointment. You will be possibly fined for being too late (see above).

#### **Nobody is showing up at the appointment. What should I do?**

- Please go to another officer of Wohnungsreferat (see glass cases near each entrance door). You are only allowed to leave the key with one of your flat mates if you have to leave urgently (e.g., in order to catch your flight). Then both of you are obligated to contact us.

If you have any questions, don't hesitate to contact us: [info@woref-stuttgart.de](mailto:info@woref-stuttgart.de)