

FAQ for Landlords

Wohnungsreferat Stuttgart e.V.
as of 28.01.2024

What is important if I want to sublet my room?

- You will give us the authority to sublet the room in your name to any subtenant. All duties from the tenancy agreement are yours, but we will take care of handling the rent / security deposit and key exchange, so that there is usually nothing more to do for you. Please read the terms & conditions for the details of the authority.
- It is possible to sublet your room from 2 weeks up to 3 months in total within the last 12 months. If you want to sublet for more than 3 months, then please contact your clerk from Studierendenwerk to talk about a solution.
- We won't guarantee that we will find a subtenant, but we will try hard. Unfortunately, we cannot contact you when we have found a subtenant. If you need to know the current status, simply ask us.
- Please fill the pre-registration form on our website and follow the steps of the email that you will receive.
- The content of the tenancy agreement between you and the subtenant and the terms & conditions belonging to it can be reviewed in our office.
- You can also get the contact information of the subtenant.

I want to sublet my room without Wohnungsreferat or find a subtenant on my own.

- It is forbidden by Studierendenwerk to sublet your room without Wohnungsreferat. This can lead to a termination without notice.
- But you can search a subtenant on your own, who you will send to us or bring with you to our office. But you are not allowed to promise him the room because it could be already given to another subtenant if you haven't told us before to block the room for your specific subtenant. Not everyone is allowed to live in the dormitory, so please look at our website for the FAQ / terms & conditions for subtenants, which contain all the criteria.

How do I get my money?

- As usual, Studierendenwerk will debit the rent from your account. Once the subtenant pays us the rent (plus 10 Euros per month, which is the commission for us), we will transfer it to your account. So please have enough money in your account, because Studierendenwerk could be faster than us.
- If you plan to close your bank account from which you currently pay the rent to Studierendenwerk, then please first discuss this issue with Studierendenwerk and inform us about the result.
- If you don't have any German bank account, you will possibly have to pay additional bank fees.
- So if we have found a subtenant for the full term, you will get the full rent back.

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

- The move-out (and move-in where appropriate) are undertaken by Wohnungsreferat, not the Hausmeister (caretaker). 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, 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 day before contract (latest date for your move-out) or the day after of the contract (earliest date for your move-in). We usually also have time at the weekend for your appointment.
- 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 how to clean the room and flat. After the appointment, we will lock the door of the room.
- If we haven't found a subtenant at the start of the contract yet, you would still have to move out. Otherwise, we won't be able to sublet your room on a short notice. If you have decided differently, please contact us whether the contract can still be canceled or the start postponed.
- If you won't move in again, we will give your key back to Studierendenwerk Stuttgart at the end of your lease. In this case, there won't be any move-out appointment between you and the caretaker.

Do I have to remove all my items from the room even if I move in again?

- Your room needs to be empty like you received it. You can leave some items in it only after we and the subtenant allow it. Otherwise you risk a rent deduction.

Do I need to consider anything more when I don't move back into my room?

- If you don't move in the room again after the sublease, you will have to visit the caretaker after you made a contract with us but before your move-out to inform him about the subletting. He will then go through some formalities with you that would had otherwise been completed at your move-out appointment with the caretaker that we are now taking over (see above). Otherwise, Studierendenwerk will not reimburse your security deposit (at the earliest six weeks after the end of your contract with Studierendenwerk).

Do I have to pay for any damage, which has been done by the subtenant?

- According to the law (§ 540 Sec. 2 BGB) and the terms & conditions of Studierendenwerk, you are fully liable for any damages that the subtenant makes.
- But the subtenant pays a security deposit of 400 Euros, which will be first used to pay any damages. Within the now over 2 000 sublets that we managed, there was no single case in which the security deposit of the subtenant wasn't enough to pay any damages.

Are there any fees that I should know about?

- The monthly rent of the subtenant will be 10 Euros higher. We will keep this money to pay our bills. Our non-profit registered association uses this money only for the purposes defined in our by-laws. We disclose our finances fully transparently in our annual reports on our website and towards the taxation office.
- 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 in a cleaned condition because it was not cleaned well.

What will happen with my letters?

- Your letterbox will be in control of the subtenant. Studierendenwerk insists that your name tag will stay on it until your contract with them ends. Hence, you will probably still receive letters. We advise you to talk to your flat mates or to the subtenant about this issue.

What will happen with my Internet access?

- The subtenant will have access to your Internet and can abuse it. You need to contact Selfnet to block your connection for the time of your absence. This can be easily done via MySelfnet. Please inform yourself about your responsibilities as Selfnet member when subletting.
- During the sublease, you will still be member of Selfnet e.V. and have to pay the fee. If you move in again, we advise you to rest your membership. If not, we advise you to cancel your membership. You are responsible for any deadlines concerning the Internet.
- Since the Internet access is independent of the lease, you cannot ask the subtenant for any Internet fees.

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. In an emergency, you can find where we live at the glass case at each building.

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