

Checklist for new arrivals

We are pleased that you have chosen to move in to one of our residences. We hope that you encounter no troubles while moving in and have a pleasant time in your new home. More information on the following points can be found on our website under **“Tips for moving in”**.

- Should I not be in possession of a European bank account (see the list under “Tips for moving in”), I have opened a German bank account which is now covered. The Student Union Munich will withdraw the rent from the respective account via SEPA direct debit mandate around the 8th of every month.
- While moving in, I received a form where I have noted any prior damages I may have found in the room.
- For internet access I have been given an IP-address by the administrative office.
- I have registered my new residence at the Department of Public Order (Residence Registration office | KVR). For this I require the landlord confirmation (Wohnungsgeberbestätigung) issued by the Student Union Munich. As resident in the halls of residence of the locations Garching, Freising or Rosenheim I have registered at the respective district’s registration office.
- I have registered for the public service broadcasting licence fee.
- If any damages occur during my time of lease, I will report them immediately. The respective forms can be requested at the administration or from the facility manager.
- If I wish to rent out my apartment to another matriculated student for a maximum of one semester, I must report this to the respective administrative post where it must be approved.
- When I move out, my room has been cleaned and looks just like it did when I moved in.

