

ACCOMMODATION



The International Office's RUBiss-Accommodation-Newsletter "Moving Out"

Dear Students!

We are pleased to send you the last issue of the RUBiss-Accommodation-Newsletter!

Your stay in Bochum is slowly coming to an end. Therefore, in this newsletter, we would like to relay the most important information about moving out of both *AKAFÖ's* residence halls and *Uni-Forum*.

The RUBiss Team – RUB International Student Services hopes you have enjoyed your time in Bochum and wishes you a pleasant journey back home!

Facebook Group

RUBiss can also be found on Facebook!

Join the Facebook group and the RUBiss Team will always keep you up to date and provide you with newsworthy information and useful tips – plus this group provides the opportunity to meet and exchange with other international students!

[Become a member!](#)

Important Information regarding moving out

When does my rental agreement end?

The official end date of your rental agreement can be found in your reservation confirmation, which you should have received earlier this year. On this date, your rental agreement will end automatically. If you are interested in extending your rental agreement, please make sure to contact Mrs. Stückrath (SSC 1/223) two months before your agreement ends.

How do I get my deposit refunded?

Your deposit can be refunded either by check or direct deposit/transfer.

To receive a check, you must bring your “Wohnungsübergabeprotokoll” (a checklist received after moving out of your room by the caretaker (Hausmeister)) to Mrs. Stückrath’s office (SSC 1/223; Monday-Friday 9am-12pm). You will be able to cash the check at Sparkasse in the Unicenter. A personal Sparkasse account is not required. If you are unable to come yourself, you can authorize a third person. They will need to prove this authorization with a signed permission.

To receive your refund directly deposited to your personal bank account, you will need to scan and email your “Wohnungsübergabeprotokoll,” along with your account information to Mrs. Stückrath at gundra.stueckrath@uv.rub.de. Please note that a direct deposit can take up to 6-8 weeks and fees may apply for accounts found outside of the SEPA participating countries.



Important: The RUBiss team has put together a checklist for international students with everything you need to consider/handle before leaving Bochum. This list can be found online at: <http://international.ruhr-uni-bochum.de/gaststudis/checkout.html.en>

Moving out of an AKAFÖ Student Room

What do I have to do?

On the day you are to move out, the caretaker will inspect your now empty room. After the caretaker approves the state of your room, you will receive the “Wohnungsübergabeprotokoll,” which, as mentioned above, is needed to receive your deposit refunded. To ensure the caretaker is available the day you plan to move out, we recommend that you contact him about 10 days beforehand. Please note that such an appointment with the caretaker is only possible Monday through Friday.

Can I stay in my room after the inspection?

No. After the caretaker inspects your room, further use of the room is not allowed and you need to completely move out.

How should my room look when I move out?

IMPORTANT: You must leave your room in a CLEAN and NEAT state.

This includes:

- Removing the bed sheets and leaving them in the room
- Making sure the room is completely emptied of trash

Please clean:

- all windows and window frames, inside and out
- all doors
- the front of all light switches and plugs
- the living space (bed, bed frame, closet inside and outside, all other pieces of furniture)
- the floor (sweep, vacuum and mop)

If you live in an apartment, please clean:

- the kitchen (all cupboards inside and out, refrigerator inside and out (turn off and remove the ice from the freezer!) sink, stove and microwave)
- the bathroom (toilet, sink, shower, walls, floors and mirror)

 **Please note:** If your room is not properly cleaned and a cleaning service is required, the cost will be taken out of your deposit.

Moving out of Uni-Forum

What do I have to do?

On the day you are to move out, the caretaker will inspect the condition of your now empty room. After the caretaker approves the state of your room, you will receive the “Wohnungsübergabeprotokoll,” which, as mentioned above, you will need to receive your deposit refunded. To ensure the house caretaker is available the day you plan to move out, we recommend that you contact him about 10 days beforehand. Please note that such an appointment with the caretaker is only possible Monday through Friday.

Can I stay in my room after this inspection?

No. After the house caretaker inspects your room, further use of the room is not allowed and you need to completely move out.

How should my room look when I move out?


You must leave your room in a CLEAN and NEAT state, however the cost of a cleaning service **will** be automatically taken out of your deposit.

You will still need to:

- Empty the apartment of all trash and food
- Sweep/vacuum the floor

You and your roommates are to clean:

- the kitchen (the refrigerator inside and out, sink, stove, oven and microwave)
- the bathroom(s) (toilet, sink, shower and mirror)

 **Please note:** If the apartment is not properly cleaned, the cost of an extra cleaning service will be split and taken out of each roommate’s deposit.

Questions?

- If you have any further questions regarding moving out, you can find more information at: <http://international.rub.de/gaststudis/faq.html.de#Wohnen>
- You are also welcome to contact Mrs. Gundra Stückrath and Ms. Meike Schaich in the **Accommodation Office in SSC 1/223 & 1/225**. E-Mail: accommodation@uv.rub.de