



Living in Münster –

House hunting tips for international researchers and
their families

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Legal notice

Westfälische Wilhelms-Universität

International Office

Welcome Centre

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1 General information

With over 60.000 students, Münster is one of Germany's biggest university cities, and finding a house or a flat here is not easy. Room is scarce and the demand is especially high at the beginning of each semester. Therefore, we strongly recommend beginning your search for accommodation several months prior to your stay in Germany.

The following information is intended to help you with your search.

2 Guest houses

The Westfälische Wilhelms-Universität Münster accommodates international scientists with four guest houses: Alexander-von-Humboldt-Haus, Europa-Haus, Germania-Campus and Edith-Stein-Kolleg with around 100 flats in total. Since the flats are much sought-after, a timely registration is recommendable. For inquiries, please use our inquiry sheet:

Online-inquiry in German:

<http://www.uni-muenster.de/international/wissenschaftler/wohnen/wohnraumanfrage.php>

Online-inquiry in English:

<https://www.uni-muenster.de/leben/en/gaestehaeuser/anfrage.html>

Should you have questions regarding the sheet, please do not hesitate to contact visiting.academics@uni-muenster.de.

After you have sent your inquiry, the administration of the guest houses processes it and assesses whether there is a suitably sized flat available in the desired period. You receive a notification once this assessment is completed. Upon arrival, guests receive the lease agreement in German as well as an English explanation.

3 Private housing market

If you want to search on the private market, there are several recommendable portals with advertisements for available flats. Usually these sites offer a filter tool for terms such as “furnished” (=möbliertes Wohnen), “temporary” (=Wohnen auf Zeit), “fixed term” (=befristet) “intermediate rent” (=Zwischenmiete) which greatly facilitates finding mostly furnished flats.

Unfortunately, there are cases in which the advertisement for a flat/apartment/house is a scam. Therefore, please do not transfer money for a flat/apartment/house you have not seen yet! You can find further information on how to spot scams here:

<https://www.immonet.de/service/immobilienbetrug.html>

3.1 Online portals

The following online portals can be very useful for finding accommodation in Münster:

- www.dasbrett.ms/wohnen/angebote
- <https://muenster.domocompany.de/>
- www.wg-gesucht.de
- www.ebaykleinanzeigen.de
- www.wn-immo.de/start.html
- www.immobilo.de
- www.immobilienscout24.de
- www.immowelt.de
- www.immonet.de
- www.kalaydo.de
- www.wohnung-jetzt.de
- www.wohnungsboerse.net
- www.zwischenmiete.de
- www.quoka.de

Accommodation can also be found in the WWU's Intranet, "MyWWU". In the category "Biete" (=offers), flats are regularly offered, sometimes with international scientists as a preferred target group: <https://sso.uni-muenster.de/Forum//list.php?72>

3.2 Classified ads and placards

Local as well as weekly newspapers have a classified ads section with housing ads every Wednesday and Saturday.

Other ads can be found on the university's notice boards. The guest houses, the canteens and each institute have their own notice board with housing ads and notifications. You can also place an ad stating that you are searching for accommodation in the newspaper or on the black boards.

3.3 Housing cooperatives

Housing cooperatives are non-profit and therefore offer good and affordable housing. These flats are mostly available for long-term lease and usually not furnished.

- Wohn + Stadtbau GmbH: www.wohnstadtbau.de
Flats in Münster; Online search available
- LEG Immobilien AG: www.leg-nrw.de
Online search available
- Sahle Baubetreuungsgesellschaft mbH: www.sahle.de
Flats in Münster and North Rhine Westphalia: Online search available
- Bauverein Ketteler e.G.: www.bauverein-ketteler.de
Flats in Münster; Online search available
- Wohnungsverein Münster von 1893 e.G.: www.wohnungsverein-muenster.de
Flats in Münster; only for members of the cooperative
- VIVAWEST: www.vivawest.de
Flats in Münster and North Rhine Westphalia; Online search available

There are also several tenants' associations in Münster, and some of them also provide their members with housing supplies.

3.4 Real estate agent

Since 2015, the real estate agent's fee ("Courtage") must be paid by the client, regardless of whether that is the lessor or the lessee.

A list of realtors in Münster and vicinity is available here: www.gelbeseiten.de (type "Immobilienmakler" and the name of your desired city).

3.5 Short term accomodation

- Haus von Oeding Erdel
Koldering 55
Hausverwaltung Mr. Vogt
Tel.: +49 0251 - 73911
Mail: hausverwaltung-oeding-erdel@versanet.de

- Bed & Breakfast
Rossi's Bed & Breakfast
Weseler Straße 63
48151 Münster
Tel.: +49 251 - 5348865
www.bedandbreakfastmuenster.de/

- Hostel SLEEP|STATION
Wolbecker Straße 1
48155 Münster
Tel.: +49 251 - 4828155
www.sleep-station.de/

- You can also inquire at Münster Marketing for availability and reservation of affordable accommodation in Münster:
www.muenster.de/stadt/tourismus/hotels.html.

- Holiday homes can also serve as a temporary solution while house hunting. An overview of available holiday homes can be found here:
www.muenster.de/ferienwohnungen.html

4 Information for your search

If an ad for a flat does not specify whether or not the flat is furnished, this generally means

that the flat is not furnished and contains no furniture or utilities whatsoever.

Offers and prices for accommodation can be very diverse. In Münster, the monthly rent per square metre ranges from 7,16€ to 13,31€ depending on the age of the building, its location and facilities (as of 2016). The rent index, which is assessed and published every two years, offers more detailed information. The prices indicated in the rent index are average, typical rent prices per square metre and do not include the ancillary costs. You can also find the rent index (=Mietspiegel) online: www.muenster.de/stadt/wohnungsamt/mietspiegel.html.

General information on housing in Germany (criteria for your search, lease agreement, classified ads, deposit, formal handover of the flat) is available on the web site of EURAXESS Germany: http://www.euraxess.de/portal/wohnen_in.html.

4.1 Terms and expressions

A **real estate agent** (“Immobilienmakler”) is usually a self-employed entrepreneur who conveys real estate for rent or sale. His/her fee (“Courtage”) is paid by the client for a successful arrangement, regardless of whether that is the lessee or the lessor.

A **deposit** must only be paid if the lease agreement stipulates this. It serves as a security for the lessor. Should the lessee fail to comply with his/her obligations stipulated in the lease agreement, the lessor can seek satisfaction from the deposit. This can, for example, occur when the rent is not paid or the lessee refuses to pay for damages s/he inflicted on the lessor’s property. The deposit may not exceed 3 monthly net rents (excluding ancillary costs). It must be paid either with the first monthly rent or in three equal rates. After termination of the lease, the deposit is paid out to the lessee after, if applicable, deduction of outstanding costs, and addition of interest earned on the deposit.

A **“Wohnberechtigungsschein”** is a certificate of qualification required to move into a flat designated for people with low income. In Münster there are several flats that are subsidized and therefore offer lower rents than comparable private flats. These flats are designated for people with a low income. The “Wohnberechtigungsschein” is valid for one year and contains information on

- The persons allowed to move in and
- the maximum size of the flat
- as well as the applicable income limit.

Applicants for a “Wohnberechtigungsschein” must pay an administrative fee depending on their income which, however, will not exceed 20€.

Further information on “Wohnberechtigungsschein” as well as application sheets are available at the office for housing (Amt für Wohnunswesen): www.muenster.de/stadt/wohnungsamt/wbs.html.

4.2 Register of abbreviations

While looking for a flat in Germany, you will be confronted with numerous abbreviations in ads. The following register offers a compilation of the most common ones in alphabetical order:

2-Zi-Whg	2-Zimmer-Wohnung	2-room apartment
Abstellk.	Abstellkammer	storeroom
Bj.	Baujahr	year of construction
Blk./Balk.	Balkon	balcony
DG	Dachgeschoss	under the roof/attic rooms/ loft apartment
DU	Dusche	shower
EB	Erstbezug	first tenancy
EBK	Einbauküche	fitted kitchen
EFH	Einfamilienhaus	single family house
EG	Erdgeschoss	ground floor
ETH	Etagenheizung	heating system covering one floor of the building
ETW	Etagenwohnung	apartment / flat
G-WC	Gäste-WC	separate toilet for guests
HH	Hochhaus	high-rise building
HK	Heizkosten	heating costs
HZG / HZ	Heizung	heating
Kau.	Kaution	deposit
KDB	Küche, Diele, Bad	kitchen, hall, bathroom
keine zusätzl. Prov.	keine zusätzliche Provision	no additional commission
KM	Kaltmiete	rent excluding utility costs (heating, cable TV, cleaning of communal areas, waste removal etc.)
m ² / qm	Quadratmeter	square meter
MM	Monatsmiete	monthly rent
möbl.	möbliert	furnished
NK/NBK	Nebenkosten	additional costs such as heating, cable TV, cleaning of shared areas, waste removal etc.
NR	Nichtraucher	non-smoker
Nutzfl.	Nutzfläche	usable floor space
OG	Obergeschoss	upper floor
Part.	Parterre	ground floor
RH	Reihenhaus	terraced house/row house
sep.	separat	separate

Stellpl.	Stellplatz	parking space
Terr.	Terrasse	terrace, patio
TG	Tiefgarage	underground parking
TL	Tageslicht	bathroom with natural light
UG	Untergeschoss	basement
VB	Verhandlungsbasis	asking price
warm/WM	Warmmiete	rent including all utility costs (heating, cable TV, cleaning of communal areas, waste removal etc.)
WBS	Wohnberechtigungsschein	„Wohnberechtigungsschein“; a certificate that allows you to live in certain cheaper apartments
WE	Wohneinheit	accommodation unit
Wfl.	Wohnfläche	floor area
WG	Wohngemeinschaft	shared accommodation
Whg.	Wohnung	accommodation, apartment, flat
WK	Wohnküche	open-plan kitchen
ZH	Zentralheizung	central heating
Zi.	Zimmer	room / rooms
ZKB	Zimmer, Küche, Bad	rooms, kitchen, bathroom
ZKBB	Zimmer, Küche, Bad, Balkon	rooms, kitchen, bathroom, balcony

4.3 Notice for PhD students

PhD students who are enrolled at the Westfälische Wilhelms-Universität can also confer with the Studierendenwerk for housing. The Studierendenwerk's buildings offer both single rooms and small flats, which vary in size and price. A list of student residences (= Wohnheim) and flats can be found online here: <http://www.studentenwerk-muenster.de/de/wohnen/wohnanlagen>. Should you choose a room in a student residence, it is important to contact the persons responsible in time. Student accommodation is highly sought after so that there is usually a waiting period before a room is available for you. Some student residences also have special application procedures. Graduates and PhDs can also seek the Graduate Center's assistance.

Contact for international PhDs:

Sabina Schneider, M.A.

WWU Graduate Centre

Tel.: +49 251 83-23111

Mail: internationals.gc@uni-muenster.de

4.4 Amt für Wohnungswesen – housing agency

The housing agency can also answer many questions regarding housing in Münster.

www.muenster.de/stadt/wohnungsamt

5 Registration for EU citizens

Once you have found a suitable flat, the next step is to register at the citizens' office (Amt für Bürgerangelegenheiten) of Münster. According to the "Meldegesetz," you are legally bound to register any new residency. This obligation persists regardless of whether you are moving into student housing or your own house or into someone else's flat as a sub-lessee, even if your new accommodation is just a part-time solution. For your registration, you require a certificate of residence ("Wohnungsgeberbestätigung") by your lessor. A form can be found here:

- http://www.stadt-muenster.de/fileadmin//user_upload/stadt-muenster/33_buergerservice/pdf/wohnungsgeberbestaetigung.pdf

Other helpful checklists and documents regarding necessary proceedings are available here both in English and German:

- <https://sso.uni-muenster.de/intern/personal/international/index.html>

You are legally bound to register within a week after moving in. For registration, you require

- your passport as well as
- the form "Anmeldung bei der Meldebehörde."

This form is available here

<http://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/anmeldung.html> or at the registration office. The filled out form as well as your passport must be presented at the citizens office (registration office). It is located at:

Stadthaus 1, Klemensstraße 10, 48143 Münster.

Opening hours:

- Monday to Thursday 8 a.m. – 6 p.m.
- Friday and Saturday 8 a.m. – 12 p.m.

Please note: When leaving Münster or changing flats in Münster, you must also notify the registration office of this change in residency. Information on deregistration and the corresponding form can be found here:

<http://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html>

If you leave Münster but move to another city in Germany you do not have to deregister at the city of Münster. As soon as you register at your new place of residence, the city of Münster will get the information that you live in another city now.

6 Registration for Non-EU Citizens

Non-EU citizens must register at the citizens' office just like EU citizens, with the certificate of residency ("Wohnungsgeberbestätigung") by their lessor. Afterwards, they can register with the Foreigners' Registration Office ("Ausländerbehörde"). Under the following link, you will find helpful checklists and documents on the necessary proceedings in both English and German:

- <https://sso.uni-muenster.de/intern/personal/international/index.html>

Address of the Foreigners' Registration Office:

Stadthaus 2
Ludgeriplatz 4
48151 Münster

Opening hours:

- Monday to Friday 8a.m. – 12 p.m.
- Thursday additionally 3p.m. – 6p.m.

International scientists can also apply at the International Office for a tutor service for their registration at the Foreigners' Registration Office. After setting a date, the tutor service will guide you to your appointment with the Ausländerbehörde.

- contact: support.academics@uni-muenster.de