



Moving Guide

We are delighted to welcome you as a new tenant. To help make your move into your new GAGFAH GROUP apartment as smooth as possible, we have prepared this Moving Guide for you.

It is best to start planning your move early so that you'll have plenty of time to take care of everything.

Your old apartment

TERMINATING YOUR OLD TENANCY AGREEMENT

Have you given notice to terminate your old tenancy agreement? Please note: Notice must be given no later than the third business day of a calendar month to terminate the agreement at the expiration of the month after the following month. Verbal agreements are not valid. If you have a fixed-term tenancy agreement, moving out before the end of the term is only possible if the agreement contains a replacement tenant clause. In the case of a termination without notice, you and your landlord can agree that you provide a replacement tenant; however, you are only entitled to this option in exceptional cases.

SECURITY DEPOSIT

Regulate the refunding of the security deposit; it must be refunded to you by the landlord with interest and compound interest. Reimbursement must take place at the latest when the landlord is no longer entitled to money from the security deposit amount or when the landlord's claims have already been determined, if applicable, subject to a deduction of these claims.

SALE / HANDOVER

Talk to your landlord or the next tenant about taking over permanently built-in objects such as built-in kitchens and cupboards, carpeting, antennas, etc. as soon as possible.

SCHOOL AND PRESCHOOL

If your children cannot stay in their old school or pre-school, you should contact the new institutions as early as possible.

RELOCATION LEAVE

Many companies and employers grant special leave for moving. Don't forget to look into this and request special leave, if applicable.

BULK GARBAGE

Take the time to look through your furnishings. Sort out thoroughly in order to avoid packing unnecessary items. This will save you moving costs. Ask your municipality about the regulations for bulk garbage.

CRAFTSMEN

Arrange appointment for the removal of your own appliances and items (e.g. washer, stove, built-in kitchen and cupboards) in sufficient time and have the craftsmen confirm these times and dates in writing. Obtain written estimates.

FREEZER

We advise that you use up all frozen foods prior to the move if possible.



MOVING COMPANY

Compare different offers. Addresses of moving companies can be found in the Yellow Pages or online. If you plan to move yourself, remember to reserve your moving truck in sufficient time. Addresses of car rental agencies can also be found in the Yellow Pages and online.

HANDING OVER YOUR OLD APARTMENT

Agree on an apartment handover date with your previous landlord. The landlord will inspect the apartment with regard to its proper condition and take back the keys at that time.

Your new apartment

YOUR NEW TENANCY AGREEMENT WITH GAGFAH

If you have any questions about your tenancy agreement with GAGFAH, the staff of our administrative teams will gladly assist you.

SECURITY DEPOSIT

GAGFAH generally requires 3 months' basic rent as a security deposit. The security deposit is due at the time the contract takes effect.

PURCHASING AND TAKING OVER ITEMS

You are welcome to make arrangements with the previous tenant about taking over items owned by the previous tenant (for example built-in kitchen, carpeting, etc.). There is no obligation to purchase / take over any item. However, as a precaution, please speak with one of our employees – there may be reasons for a mandatory removal of such items by the previous tenant.

ARRANGE A DATE FOR THE HANDOVER WOF THE APARTMENT

Contact a staff member of our administrative team to arrange a date for handing over the apartment.

3 weeks before the move

Inform contractual partners as early as possible about your impending move. In the case of a long-distance move, you must generally cancel a number of services, for example those of banks, your energy provider, and your telephone company. The following list gives an overview.

NOTIFY OF CHANGE OF ADDRESS

Deutsche Post

Forwarding request / pension service

Telephone connection

Telephone connection / cable connection / Internet connection / mobile phone service

Banks

Direct debit authorization / automatic bill payments / GEZ (Broadcasting Fee Collection Center)

Utilities

Arrange dates for meter reading
(water / electricity / gas / district heating)

INFORM

- Employer
- Employment office
(child allowance / BAföG [student loan/grant])
- Home loan bank
- Revenue office
- Health insurance company
- Associations
- Insurance companies (e.g. liability, household contents, and life insurance)
- Newspaper and magazine subscriptions

What needs to be done one week before the move?

MOVING SUPPLIES AND EQUIPMENT

Have you obtained packaging materials, moving blankets, shoulder straps, hand truck, etc.? Special moving boxes are easier to fill, transport, and stack than regular boxes. Have you bought enough trash bags for moving day?

HELPERS

If you have helpers for the move: Draw a layout of the new apartment so that your helpers know where your things go.

CRAFTSMEN

Remember to confirm appointments.

MOVING DATE

Have you told your neighbors when you will be moving?

BABYSITTER

It is best for small children to stay with a babysitter on the day of the move (see page 12: “Moving with children”).

1 – 2 days before the move

FURNITURE AND HOUSEHOLD GOODS

You should pack and transport valuables yourself. Pack important items (clothing, toiletries, food, baby items, pet food, papers, and documents) in a suitcase for moving day. Don't forget to label your boxes, etc. with a short list of contents. Also label each box with the room it should go in.

PLANTS

Water your plants generously before the move. Prop up large plants. If you move during the winter, remember to protect your plants from the cold, for example by using boxes.

PARKING SPACE

Reserve sufficient parking space early on. Information is available at any police station.

MOVING TRUCK AND TOOLS

If you are moving yourself, reserve your moving truck in time and pick up the reserved truck punctually at the rental company. Keep pliers, screwdrivers, hammers, and other tools handy on moving day.



On moving day

BEFORE YOUR HELPERS ARRIVE

- Place the children with a babysitter
- Place your pets with neighbors, friends, etc.
- Use tarpaulins to protect floors from damage

ONCE THE OLD APARTMENT IS VACATED

- Clean the empty apartment
- Turn off gas taps and faucets
- Empty the mailbox
- Remove nameplates from doors and mailbox
- Return the empty apartment (keys) to the landlord on the agreed date and time

BEFORE MOVING INTO THE NEW APARTMENT

Apartment inspection

At the time of apartment handover, the condition of the apartment as well as any items taken over by the new tenant are recorded.

AFTER MOVING IN YOUR FURNITURE

Handover certificate for the moving company

If you have commissioned a moving company, you need to issue a handover certificate after moving in. On it, record all damages to your moved goods.

MOVING RECEIPTS FOR TAX TIME

Collect all moving receipts for your next income tax return if there is a possibility of tax deductions (for example if the move is job-related).

Save taxes when you move*

Relocation costs can be claimed as professional expenses on your tax return if the move is necessary for job-related reasons.

1. TRANSPORTATION COSTS

This includes all expenses arising from transporting the relocated goods from the old residence to the new residence.

2. TRAVEL EXPENSES

Travel expenses include trips to the new residence, for example to apartment viewings and to prepare for the move.

3. RENT ALLOWANCE

If you pay two rents, you can deduct the rental charges for your old apartment (this applies for 6 months max.).

4. BROKER'S FEES

Customary broker's fees for apartments and garages can be deducted.

5. PRIVATE TUTORING FOR SCHOOLCHILDREN

The new school must issue a statement for this, confirming that private tutoring became necessary due to the change of schools.

6. OTHER RELOCATION COSTS

Information on additional opportunities to save taxes is available in a brochure by the German Taxpayers Association (Bund der Steuerzahler): The Bund der Steuerzahler Deutschland e.V., Französische Str. 9–12, 10117 Berlin offers a brochure "Umzug und Steuern" free of charge; a stamped self-addressed envelope must be included in your request.

* Only your tax advisor can provide specific, personalized information regarding this matter.



Moving with children

A move is stressful for children, too. Follow these tips to make the switch to the new apartment easier and help your child adapt to its new surroundings:

1. Talk with your child long before the move about your reasons for moving as well as the moving process.
2. Try to maintain an “emotional support pillar” for your child at your old place of residence (friends, grandparents, etc.).



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3. Let your child pack its own important things. Your child should help during the move. This way, your child will feel needed.
 4. Ask if there are children of the same age in the neighborhood. Take the time to explore the new surroundings together.
 5. Discuss opportunities to integrate your children at the preschool or school.

DIRECT DEBIT ORDERS

(See bank)

SUBSCRIPTIONS

(See newspapers / magazines)

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(See newspapers / magazines)

EMPLOYMENT OFFICE

If you receive benefits, inform your employment office in writing about your new address. If a different employment office is responsible after you move, your records will be forwarded automatically.

AUTO

When moving within the same city, you simply need to notify the automobile insurance company (see insurance) of your new address and have the vehicle registration and title changed at the road traffic licensing department (Straßenverkehrsamt). Bring the registration confirmation of the residents' registration office (Einwohnermeldeamt) with you, along with your identification card, vehicle registration, and vehicle title.

If you are moving into a new district or a different federal state, you need a proof of insurance card (Doppelkarte) from your insurance to reregister the car.

BANK

If you move within the same city, register with the new branch and your bank will take care of everything else for you. If you move into a different city without changing banks, you simply have to inform your old branch about the change of residence. Credit card, accounts, and savings accounts will move with you. Remember to cancel automatic bill payments for your old apartment (rent, electricity, and perhaps water) at the handover date at the latest. However, to be on the safe side, maintain the old account for a period of transition. Many banks will

reduce your work by informing companies and institutions about your new account details.

DEUTSCHE POST

You can make a forwarding request (see forwarding request) at the Deutsche Post. After you move, you will automatically receive the relocation check book with additional information and many special offers at your new address.

RESIDENTS' REGISTRATION OFFICE

You must inform the residents' registration office (Einwohnermeldeamt) responsible for your new place of residence about your relocation; the necessary forms are available there. Bring your passports and identification cards with you to have them changed right away.

Important: Registration at the residents' registration office must take place within 7 to 14 days, depending on the federal state.

DIRECT DEBIT AUTHORIZATION / DEBIT ENTRIES

(See bank)

ENERGY PROVIDERS

Inform all of the appropriate providers (electricity, gas, water, district heating) about your move. Read the meters yourself or arrange times and dates for meter reading.

REVENUE OFFICE

If you move within the city, the revenue office (Finanzamt) will learn about your new address from your next tax return. If you move into a different city, inform your old revenue office in writing (don't forget your taxpayer's ID).

BROADCASTING FEE COLLECTION CENTER (GEZ)

The forms needed for address change are available at any bank.



CRAFTSMEN

Obtain different bids if you need to renovate your old apartment. Specify date, type and the extent of the work in writing and have these specifications confirmed in writing.

PRESCHOOL

(See school and preschool)

CHURCH

Parishes are automatically informed about relocations.

CREDIT CARDS

If you stay with the same financial institution (see bank), your credit card automatically “moves” with you. Notify other lenders (ADAC, department stores, etc.) about your new address in a timely manner and, for security reasons, preferably in writing.

TERMINATION

(See tenancy agreement)

REAL ESTATE AGENT

A real estate agent commissioned by you to find an apartment will receive the broker's fee (max. 2 net rents, not including utilities, plus statutory VAT) only if a tenancy agreement is signed. You may be able to deduct broker's fees from your taxes (also see taxes).

Tip: If the real estate agent is the owner, landlord, or administrator of the property or if the apartment is considered subsidized housing, he or she is not entitled to a commission.

TENANCY AGREEMENT

Terminate your old tenancy agreement timely and in writing so that you won't have to pay two rents. The notice periods are stated in your tenancy agreement. You and your landlord should specify any renovations precisely and in detail. With regard to the security deposit, the following applies: When the account has been settled and the landlord no longer has claims against you, the landlord must refund the security deposit, including interest and compound interest; however, your landlord is entitled to a reflection period. You should transfer the security deposit for your new apartment in time for the commencement of the tenancy agreement. Your landlord must invest the security deposit at no less than the interest rate applicable for savings deposits requiring 3 months' notice.

TRASH

Ask the sanitation department about bulk garbage pick-up dates. Social institutions such as the German Red Cross will gladly accept useable furnishings.

NEIGHBORS

Ask your old and new neighbors to keep the hallways and entrance area clear for the move. If possible, reserve a parking space for the moving truck.

FORWARDING REQUEST

With a forwarding request, any mailings addressed to your old address will automatically be forwarded to your new address for 6 months. If necessary, you can extend this free service by 6 months. Examine your mail carefully after the move and inform any senders who still use your old address.

PASSPORT / IDENTIFICATION CARD

(See residents' registration office)

MAIL

Don't forget to send off or turn in your forwarding request (see above) on time, at least 5 days prior to the moving date.

RENOVATION

During a walkthrough, arrange with your old apartment's landlord exactly which renovation work is necessary. Record the results of this walkthrough in writing. You need to carry out cosmetic repairs only if this was agreed in the tenancy agreement. If applicable, check your new apartment to see whether the previous tenant has properly carried out the renovation. Record all shortcomings in a handover certificate in writing (also see tenancy agreement).

PENSION

You must notify the pension service if you change your place of residence. If you move into one of the new federal states, the pension insurance institute (BfA or LVA) will also need your new address.

SCHOOL AND PRESCHOOL

Prior to your move, clarify with the youth welfare office, church institutions, or education authority whether your child can stay in the old school or preschool. If you change your place of residence, contact the appropriate office at the new place of residence in a timely manner.

Important: Some of the school systems of the federal states differ significantly. Have the respective education authority explain to you in detail what you and your child should expect.

TAXES

Costs arising from the move are tax-deductible if your move is job-related (also see page 11).

ELECTRICITY, GAS, WATER

Inform the appropriate utility companies about your move-in and move-out date. On the day of the apartment handover or takeover, record the meter readings at your old and new home in writing – ideally in the presence of the landlord. Communicate these to the utility companies.

TELEPHONE

Inform your telephone company (address on your telephone bill) about the move-out date. If you move within the same city, ask if you can keep your existing telephone number. New telephone service can be ordered at any post office or provider. Keep notice periods in mind.

HANDOVER/TAKEOVER

At the time of the handover of the old or new apartment, you and the administrator or landlord should prepare a listing that documents important details such as the condition of the apartment and the number of keys handed over.

LEAVE

Ask your works council, staff council, or employer if special leave is available for relocating and request such leave in sufficient time.

ASSOCIATIONS / MEMBERSHIPS

Notify associations, organizations, etc. of your new address or cancel existing memberships in due time, if necessary.

INSURANCE

All insurance companies must be notified of your new address.

The most important ones are: household contents insurance, life insurance, automobile insurance, liability insurance, health insurance, and accident insurance. Check if the amount insured by your household contents insurance is still sufficient for the new household.

NEWSPAPERS/MAGAZINES

Inform the respective publisher about your new address so that you will receive your newspaper or magazine without interruption or, if necessary, cancel existing subscriptions in sufficient time.

Our Tip:

Pay attention to notice periods. In many cases, you can get a refund on the unused portion of a discontinued subscription.



NOTE

We do not assume any liability
for the contents of this Moving Guide.

IMPRINT

GAGFAH M
Immobilien-Management GmbH
Huysseallee 36/38
45128 Essen
Germany

