

HOW DO I APPLY FOR ACCOMMODATION?



Here you will find tips and examples for applying for a shared apartment/flat.

I. HOW TO APPLY FOR A SHARED APARTMENT?

Before applying for a flatshare in Germany, you should have an idea about how it mostly works. For sure there are many different kinds of living together. Roughly classified you will find two types of flatshares (in German “Wohngemeinschaft”, or abbreviated to “WG”):

- A rather functional flatshare. It is called “Zweck WG”. This means that flat sharing in this instance is more about sharing the costs of the upkeep of the flat and less about having a social life together. It is a flatshare in the sense of a rather practical arrangement.
- A socially-motivated flatshare is a flatshare which is socially oriented/ conceived as a space for spending time together. Applying for a room is about choosing the people you will live with and mostly not only about the room itself! You will often find people who specifically want roommates who are looking for an active social life within the WG.

Once you have found a room you are interested in, it is important that you send a compelling message to your potential flatmates. Write a friendly application and include more information about yourself than just your name and your need for a room. Show

a little personality to positively stand out from other prospects. Here are some hints on what your message could include:

- When you would like to move in and, if known, when you would like to move out again
- What you do for work and in your free time
- What is important to you in a shared flat (e.g. cleanliness, etc.)
- When a digital/personal viewing is possible for you

Why a meaningful application is important

Landlords and flat-sharing communities sometimes receive a large number of applications directly after publishing their offer. Please do not take it personally if you do not receive a response. A good and memorable first impression is therefore all the more important. When applying, it is crucial to distinguish to whom the message is addressed (property management, real estate company or private individual). The more personal the advertisement is, the more personal you can respond to it.

EXAMPLE FOR AN APPLICATION FOR A FLATSHARE

Dear Anna, Paul and Therese,

I am Sofia, 25 years old and I come from Bulgaria. The pictures of your place look great and I like the location of the flatshare. I think I could fit in well with you. I'm starting my Master's degree in Biology in the summer semester of 2022 and I'll be coming to Göttingen in April. I am also interested in sports and music. As a flatmate, I am tolerant, tidy and communicative. If you would like to get to know me, I am available for a flat viewing and could meet you in person from the 06th of April 2022.

I look forward to your reply and can be reached by phone (+49 (0) 12345678) or by e-mail (Sofia.Musterfrau@gmail.com).

Kind regards,
Sofia



II. HOW TO APPLY FOR A SINGLE APARTMENT/FLAT?

How formal or personal an application has to be, depends on who (property management, private person, etc.) and where (platform) the offer is published, The application for a shared apartment is usually informal and personal. This is not always the case with other forms of housing (single apartment/multi-room flat). These are often offered by property managers or companies.

EXAMPLE FOR AN APPLICATION FOR A SINGLE APARTMENT

Dear Mr. Mustermann/Dear Ms. Musterfrau,

I am from Bulgaria, 25 years old and would like to move to Göttingen soon. In the process, I became aware of your flat offer. I like the pictures as well as the location of the property very much, which is why I would be happy if you would consider me as a single-tenant from the 15th of April 2022. I will start my Master's degree in Biology at the University of Göttingen in April. I am available for a digital flat viewing as of now or in person from the 06th of April 2022.

I look forward to hearing from you via phone (+49 (0) 12345678) or email (Sofia.Musterfrau@gmail.com) and wish you a nice day!

Yours sincerely,
Sofia Musterfrau