

Tips for applying for an apartment

A good application can open doors (literally). Here are a few tips to help you impress landlords and find the right place to live:

1. **Personal introduction:** Start the message with a brief introduction of yourself. State your name, your field of study, and which university you attend (in this case, HSBI). Also mention whether this is your first apartment or whether you have lived in Bielefeld before.
2. **Motivation: Tell the landlord why this apartment caught your attention.** Maybe it's close to your university, has a nice set-up, or you're excited about living with other students. A short personal note can leave a good impression and make your application more memorable.
3. **Required documents:** Ask in advance which documents are required for the application. These often include:
 - **Enrollment certificate:** Proof of your admission to the university.
 - **Financial proof:** Documents proving that you can pay the rent, for example, confirmation of your blocked bank account (Sperrkonto), perhaps a rental guarantee from someone who can step in to cover your expenses, such as parents.
 - **Credit report:** In some cases, a credit report is required.
 - **Personal cover letter:** A short, polite cover letter can be helpful when applying.
4. **Professionalism:** Make sure your message is well structured and free of spelling mistakes. Use a formal salutation and close politely. Your email address should also be professional.
5. **Contact information:** Provide your full contact details, including your phone number and current email address. This makes it easier for landlords to contact you quickly.
6. **Flexibility and availability:** Let landlords know when you are available for a viewing. This shows that you are interested in the apartment and willing to actively pursue the viewing.
7. **Follow up:** If you have not received a response after a week, don't hesitate to politely inquire. This shows your interest in the apartment and may increase your chances of receiving a positive response.

With these tips, you'll be well prepared for your apartment application! A coherent and carefully crafted application can help you find a suitable apartment. Good luck!

Viewings

Take the opportunity to view apartments in person. Pay attention to the condition of the accommodation and the surrounding area. If necessary, ask about neighbors or other roommates to get a better impression of the living situation.

Kind regards
International Office