

Tips for applying for a flat

A good application can open doors (literally). Here are a few tips to help you make a good impression on your landlord/landlady and find the right place to live:

1. **Personal introduction:** start the message with a brief introduction. State your name, your field of study and which university you are attending (in this case, HSBI). Also mention whether this is your first flat or whether you have lived in Bielefeld before.
2. **Motivation: tell the landlord/landlady why this flat caught your attention.** It may be the proximity to your university, a nice set-up or your excitement 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 may often include:
 - **Enrollment certificate:** proof of your admission to the university.
 - **Financial proof:** documents proving that you can pay the rent, for example, a 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 polite form of address and close politely. Your e-mail address should also be professional.
5. **Contact information:** provide your full contact details, including your phone number and current e-mail address. This makes it easier for landlords/landladies to contact you quickly.
6. **Flexibility and availability:** let landlords/landladies know when you are available for a viewing. This shows that you are interested in the flat and willing to actively pursue the viewing.
7. **Follow up:** if you have not received a response after a week, do not hesitate to politely inquire. This shows your interest in the flat and may increase your chances of receiving a positive response.

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

Viewings

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

Kind regards,
International Office