



# HOW TO APPLY FOR ACCOMMODATION



*If you want to rent a room in a shared flat or a flat, you will find yourself in an application situation: there will usually be several interested parties among whom landlords will make a selection. Don't be discouraged - it's common that success is a bit of a wait. The following tips and examples will help you when applying for a room in a shared flat or your own apartment.*

## **I. HOW TO APPLY FOR A ROOM IN A SHARED FLAT**

Before applying for a room in a shared flat in Germany, you should have an idea of how living together in a shared flat (“Wohngemeinschaft”, or WG) works. Two forms of shared flats are common:

- a rather functional flat share. This means that it is more about sharing costs of maintaining the flat, less about a shared social life.
- A socially motivated flat-sharing community in which contact among the flatmates and joint activities are envisaged. Selecting flatmates is about finding people who have similar ideas about living together, who fit together and would like to spend time with each other beyond the bare necessities.

When you have found a room you are interested in, it is important that you send a meaningful message to your potential flatmates. Write a friendly application and give

some information about yourself beyond your name and your needs. Show a little personality to positively stand out from other prospects. Here are some hints on what your message might contain:

- when you would like to move in and, if already foreseeable, when you will move out again
- what you do professionally and in your free time
- what is important to you in sharing a flat (e.g. cleanliness, etc.)
- when a digital / face-to-face visit is possible for you.

### **Why a meaningful application is important**

Landlords and flat-sharing communities often receive a large number of applications. Please do not take it personally if you do not receive a response. Being considered depends on making a good and memorable first impression. When applying, take into account to whom the message is addressed (property management, real estate company or private person). The more personal the ad is, the more personal you can respond to it.

### **AN EXEMPLARY APPLICATION MESSAGE FOR A ROOM IN A SHARED FLAT**

Dear Anna, dear Paul and dear Therese,

I am Sofia, 25 years old and I come from Bulgaria. The pictures of your flat look really great and I like the location of the flat share. 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 06 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).

All best wishes,  
Sofia



## II. HOW TO APPLY FOR AN APARTMENT OR A FLAT

How formal or personal an application has to be depends on by whom (property management, private person, etc.) and where (platform) the offer is published. While the application for a shared room should generally be informal and personal, you should pay attention to an appropriate form for other types of housing (single apartment/multi-room flat). This applies to private landlords as well as to flats offered by property managers or companies.

### AN EXEMPLARY APPLICATION MESSAGE FOR AN APARTMENT OR A FLAT

Dear Ms .X/ Dear Mr. Y,

I come from Bulgaria, am 25 years old and would like to move to Göttingen soon. While searching for a suitable flat, I became aware of your 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 15 April 2022. I am starting 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 06 April 2022.

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

Yours sincerely,  
Sofia Musterfrau