

## General Terms and Conditions

General Terms and Conditions for accommodation placement at Freie Universität Berlin in cooperation with ERG Universitätsservice GmbH.

The Freie Universität Berlin arranges off-campus accommodation for international exchange students and has given the task of arranging accommodation to the ERG Universitätsservice GmbH. Accommodation options are published on the [accommodation website](#). Placement is subject to availability.

Please note that Freie Universität Berlin / ERG Universitätsservice GmbH only serves as an intermediary between tenant and landlord and therefore is not liable for any agreement between the two parties.

### 1. Registration

Accommodation requests can be submitted online using the registration form on the website.

### 2. Registration period

The registration is possible from **12.12.2018 until 26.12.2018**. Registration beyond this period is only possible depending on availabilities.

As soon as an accommodation option is fully booked, it can no longer be chosen even if the deadline has not yet passed.

### 3. Rental Period

The fixed rental period is generally one semester (six months). The rental contract period begins on the first and ends on the last day of the month. The tenant has to communicate the arrival date and time to the landlord at least two weeks before the arrival. Arrivals prior to the start of the rental contract as well as departures after the last day of the rental contract are not possible.

#### 3.1 Rental Period Studierendenwerk Berlin

The rental period at the dormitories of **Studierendenwerk Berlin** is set as follows:

Summer semester: March 1<sup>st</sup> until August 31<sup>st</sup> (**Dormitory Halbauer Weg and Goerzallee**)

#### 3.2 Rental Period Studentendorf Schlachtensee

The rental period at the dormitory of **Studentendorf Schlachtensee** is set as follows:

Summer semester: March 1<sup>st</sup> until August 31<sup>st</sup>  
April 1<sup>st</sup> until September 30<sup>th</sup>

#### 3.3 Rental Period Neon Wood

The rental period at **Neon Wood** is set as follows:

Summer semester: Six months with rental begin between March 1<sup>st</sup> and April 1<sup>st</sup>

The rental contract between the tenant and Studierendenwerk Berlin, Studentendorf Schlachtensee and Neon Wood is a fixed-term period. **A termination of the rental contract by the tenant before the end date of the rental agreement is not possible.**

#### 3.4. Extension of Rental Contracts

Extensions or renewals of the rental contract at Studentendorf Schlachtensee and Neon Wood are discussed directly between tenant and landlord and possible depending on availability.

**Extensions of the rental contract at Studierendenwerk Berlin are generally not possible.**

## 4. Registration / Payment

#### **4.1 Studierendenwerk and Studentendorf**

Receipt of the electronic registration form will be automatically confirmed via e-mail. Once the online-registration has been received and processed, ERG Universitätsservice GmbH will send the student a confirmation e-mail within one week. Detailed information on the payment of the reservation fee will be included in the confirmation e-mail. The amount of the reservation fee depends on the chosen accommodation option. This fee must be paid by bank transfer within one week upon receipt of the confirmation e-mail. The applicant must cover all bank transaction fees. The registration becomes legally binding once the reservation fee has been received by Freie Universität Berlin / ERG Universitätsservice GmbH (the receipt will be confirmed via e-mail). The deadline must be met by the time the payment is received, not the day that the transfer is made.

#### **4.2 Neon Wood**

Receipt of the electronic registration form will be automatically confirmed via e-mail. Once the online-registration has been received and processed, ERG Universitätsservice GmbH will send the student a confirmation by e-mail within one week. The tenant will also receive the rental contract which has to be signed and confirmed. Any arrangements regarding the rental contract, payments and the rental conditions are discussed between the tenant and Neon Wood.

### **5. Move-In / Move-Out**

#### **5.1 Studierendenwerk and Studentendorf**

To ensure a smooth check-in/check-out the tenants need to communicate their arrival information (including date, time and arrival location) and move-out dates to the responsible administration at least two weeks before the move-in/move-out date. Students who do not provide the administration with their arrival information will not be able to move in. Costs for alternative accommodation until an appointment to move in will not be covered by Freie Universität Berlin / ERG Universitätsservice GmbH or the landlord of the chosen accommodation option. Please note: All rooms and apartments must be left in good condition when the students move out. Otherwise, students will be charged for any damages they cause.

#### **5.2 Neon Wood**

The receipt of the registration is confirmed automatically via e-mail. As soon as the registration has been processed by ERG Universitätsservice GmbH, the tenant will receive a confirmation email within one week. The tenant will receive further information and his rental agreement directly from Neon Wood. Any arrangements regarding the move-in and move-out are discussed between the tenant and Neon Wood.

### **6. Reservation Fee / Rent\***

Depending on the accommodation option, the paid reservation fee will be used as follows:

#### **6.1 Studentendorf Schlachtensee**

A reservation fee of 500 EUR applies. The amount will be forwarded from ERG Universitätsservice GmbH to the Studentendorf Schlachtensee administration and will be charged with the security deposit. The security deposit is 720 EUR. Furthermore, a one-time service fee of 30 EUR applies. Therefore, the tenant has to pay a total of 250 EUR directly in the administration of Studentendorf Schlachtensee upon arrival. The service fee will be deducted from the reservation fee. The security deposit will be kept by the Studentendorf Schlachtensee administration until the student moves out. The security deposit will be refunded by the Studentendorf Schlachtensee administration up to six months after the tenant's departure as long the tenant does not have any outstanding costs. The tenant will be required to pay the rent each month directly to the Studentendorf Schlachtensee. Bank account details can be found in the rental contract.

#### **6.2 Studierendenwerk Berlin**

A reservation fee of 500 EUR applies. A service fee of 50 EUR will be deducted from the reservation fee. The remaining amount of 450 EUR will be forwarded from ERG Universitätsservice GmbH to the Studierendenwerk Berlin and serves as a security deposit which will be kept by the Studierendenwerk Berlin administration until the student moves out. The security deposit will be paid back up to six months after the departure by bank transfer as long as the tenant does not have any outstanding costs and the room is left in good condition.

The tenant must sign the rental contract and pay the first month's rent when moving in. The tenant will be required to pay the monthly rent each month directly to Studierendenwerk Berlin. Bank details can be found in the rental contract.

#### **6.3 Neon Wood**

The rental conditions as well as information on the reservation fee and service fee can be found on the website from [Neon Wood](#).

Should the tenant transfer the rent to our bank account instead to the landlord's bank account, the ERG Universitätsservice GmbH will charge a 15 EUR service fee for the re-transfer. The same applies to any other kind of payment that is mistakenly transferred to our bank account.

## **7. Withdrawal**

After registration, a two-weeks right of withdrawal applies. After that period the registration is binding.

Cancellations of existing registrations must be communicated in writing (an e-mail is sufficient, but has to be confirmed by the ERG Universitätsservice GmbH) at the latest 14 days after the registration. A 50 EUR cancellation fee applies and will be deducted from the reservation fee before it is refunded to the student by Freie Universität Berlin / ERG Universitätsservice GmbH. All bank transaction fees have to be covered by the student.

No fees of any kind are refunded in case of cancellation more than two weeks after the registration. The whole amount of the reservation fee will be kept.

## **8. Disclaimer**

ERG Universitätsservice GmbH is not liable for neglects of duty caused by the landlords.

Freie Universität Berlin / ERG Universitätsservice GmbH reserves the right to change the chosen accommodation option should the selected option be fully booked. If such a change is necessary, the affected participants will be notified and informed about available alternatives. If no solution can be found, ERG Universitätsservice GmbH will refund all payments made thus far.

## **9. Severability Clause**

If any provision of these terms and conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these terms and conditions and the remainder of the provision in question shall not be affected.

## **10. Privacy Policy**

The following notes give a simple overview of what happens to your personal information when you register for accommodation with us. Personal data is all data that personally identifies you. By registering for accommodation, you consent to your personal data being stored, processed and passed on to third parties (for example, potential landlords or partner universities in Berlin) within the framework of the statutory provisions of the Federal Data Protection Act. Your data will be collected on the one hand, that you tell us. This may be e.g. to trade data that you enter in the registration form. At any time you have the right to obtain free information about the origin, recipient and purpose of your stored personal data. You also have the right to correct, block, revocation or cancellation of this data in the future. You can contact us at any time, as well as further questions about data protection. You can read our privacy policy [here](#).

## **11. Place of Jurisdiction**

The laws of the Federal Republic of Germany shall apply to these terms and conditions, and the parties agree to Berlin (Germany) as the place of jurisdiction.