

# Welcome to Münster!



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## Rectorate

### International Office – Welcome Centre

Contact:

Maria Homeyer

Carmen Fleischmann

[www.uni-muenster.de/en/research/visiting\\_scholars/](http://www.uni-muenster.de/en/research/visiting_scholars/)

## Dear guesthouse residents, the University of Münster welcomes you to its guesthouse.

The **Welcome Centre** provides services for international academics and their host institutes. We support visiting academics and their families in managing their stay in Münster.

**We wish you a pleasant stay!**

## Local Support

If you have any questions about your stay at the guesthouse, please contact POHA Community Management or Mr. Hendrik Steinbach.

### Administration and Support in the guesthouses

- **POHA Community Management**

Contact via POHA App

Ph: +49-251-59-064520

Mail: [pohahouse.com](mailto:pohahouse.com)

- **Mr. Hendrik Steinbach**

- **Ms. Carla Masella**

Support of University

Hüfferstraße 61

48149 Münster

Mail: [guesthouse.support@uni-muenster.de](mailto:guesthouse.support@uni-muenster.de)

### Office hours:

Monday 09:00 – 10:30

Thursday 14:30 – 15:30

Friday 09:00 – 10:30

## Coordination/ Advisory

### Head of Welcome Centre

- **Ms. Maria Homeyer**

Welcome Centre

Hüfferstr. 61

48149 Münster

Ph: +49-251-83-22600 / -39949

Mail: [maria.homeyer@uni-muenster.de](mailto:maria.homeyer@uni-muenster.de)

Concerning further information about e.g. childcare or visa, Ms. Audrey Busch at the Welcome Centre is happy to attend you.

### Advice & support for international academics

- **Ms. Audrey Busch**

- **Ms. Katy Krukar**

Welcome Centre

Hüfferstraße 61

48149 Münster

Ph: +49-251-83-39953

Mail: [welcome.centre@uni-muenster.de](mailto:welcome.centre@uni-muenster.de)

### Open consultation hours:

Tuesday 9 – 11 a.m.

Thursday 3 – 5 p.m.

## Useful Information

### HEALTH

#### Medical Care

- Weekends and holidays:  
Ph: +49-116 117

#### Pharmacies

- Felix Apotheke  
Berliner Platz 21-23  
Ph: +49-251-49 0918 20
- Christophorus Apotheke  
Windhorststr. 12  
Ph: +49-251-57840

#### Emergency Numbers

- **Police**  
Ph: 110
- **Fire Department and Ambulance**  
Ph: 112

#### German Railways

Service Hotline: +49-180-5996633  
By pressing 11, you will be connected to an English-speaking serviceperson.  
[www.bahn.de](http://www.bahn.de)

#### Taxi

Ph: +49-251-60011  
[www.taxizentrale-muenster.de](http://www.taxizentrale-muenster.de)

#### Airport Münster Osnabrück (FMO)

Ph: +49-2571-3360  
[www.fmo.de](http://www.fmo.de)

#### Airport Shuttle

Ph: +49-180-517011805171

### TRANSPORT

### MONEY

#### Nearest ATM

In the main station Münster (Hauptbahnhof)

#### University Pay Office

Röntgenstraße 17  
Ground Floor, Room 05

#### Office Hours:

Mon, Thu: 09:00 - 12:00 a.m.  
Ph.: +49-251-83-22126

#### Garbage Containers

Locations for waste disposal are available via the POHA app and the community manager on site.

- Paper: Blue container
- Plastics: Yellow container
- Waste: Black container
- Glass: York-Ring 25 (at the fire department)

#### Laundry

Time slots are bookable via the POHA app

#### Technical Emergencies

- Contact POHA via App

#### You lost your key during the weekend or at night?

- Contact POHA via App

### EVERYDAY LIFE

We wish you a pleasant stay in Münster!

# A home that's good for you

Super comfy. Lots of space. Stylish interiors. Hassle-free living. Meaningful connections. We promise every POHA House will feel like a real home and help to boost mental, physical and social wellness.

## Your Space

- Roomy queen-sized bed (140x200) for you
- Desk to study or create
- Closet and plenty of storage for all your things
- Kitchenette equipped with everything you need to cook and dine
- High-spec appliances including microwave, hob with exhaust fan and fridge
- Comfy chair for reading or an afternoon cat-nap
- Full bathroom all to yourself
- View of the neighbourhood right out your window
- Additional storage space under the bed

## Community Space

- POHA Space: Literally "hang out" in the hanging chairs overlooking the terrace or host a listening party with your favourite music on vinyl with a drink from the bar
- Dining Room: Celebrate your birthday with a dinner party or organize a cooking class
- Terrace: Outdoor space that's a perfect urban escape to connect with nature or practice yoga
- Co-working: Enjoy the views of outside while taking pride in how productive you are in the glass house, located on the terrace
- Meditation Room: Destress after a long day with a centering practice or getting a custom workout with the Vaha Mirror
- Laundry Room: App-based for the most hassle-free laundry you've ever done

## Extra Perks

- Super fast Wifi
- One all-inclusive bill
- Innovative and memorable events
- POHA App to manage everything all in one place
- We'll offset your environmental footprint every month for you by collecting 1kg of ocean-bound Waste from rivers

Dear guest,  
please pay attention to the following issues:

### Ventilation of the apartment in order to prevent mould infestation

We would like to ask you **to air** your apartment **regularly**, especially in the period between September and March.

Please turn down the heater during your absence.

When you see water on the window or on the glass of the front door, we would be grateful if you would wipe it off.

Deficient ventilation in your apartment can lead to **mould** on the walls, in particular during the winter months. This will have an impact on your health.

### Installed smoke detector

A **smoke detector** was installed in your apartment. In case of a false alarm, to turn off the detector, **press the centre**.

Thank you in advance! Please do not hesitate to contact me if you have any questions.

C. Fleischmann

## How to connect to your WiFi

**You will find all the information in the  
POHA-App.**

**If you have any difficulties to connect,  
please contact the Community Manager or  
POHA staff.**

## Foreigners' Registration Office (Amt für Ausländerangelegenheiten)

Stadthaus 2  
Ludgeriplatz 4  
(entrance Südstraße)  
48151 Münster

Postal address:  
48127 Münster

Tel. +49 (0)2 51/ 4 92-36 36  
Fax +49 (0)2 51/ 4 92-79 71

[auslaenderamt@stadt-muenster.de](mailto:auslaenderamt@stadt-muenster.de)

### Office hours/ opening times:

Mondays to Fridays:  
8 am – 12 pm

Thursdays:  
3 pm – 6 pm

### Bus numbers:

1, 2, 3, 7, 9, 10, 11,  
12, 15, 16, 19 and 34

## Bicycle rental

### Radstation Münster Hundt KG

Berliner Platz 27a (am Hauptbahnhof)  
48143 Münster

Tel. +49 (0)2 51/ 4 84 01 70  
Fax +49 (0)2 51/ 4 84 01 77

[www.radstation-ms.de](http://www.radstation-ms.de)

### ADFC-Radstation Münster Arkaden

Königsstr. 7  
48143 Münster

Tel. + 49 (0)2 51/ 7 03 67 90  
Fax + 49 (0)2 51/ 7 03 67 91

E-mail: [info@radstation-ms-arkaden.de](mailto:info@radstation-ms-arkaden.de)

### Swapfiets Münster

Aegidiistraße 46  
48143 Münster

Tel. +49 322 210 98 175

<https://swapfiets.de/en/>



## TV/Radio licence fee



**BEITRAGSSERVICE**

**P** DV 06 0,25 Deutsche Post  

Infopost

1. Auflage 2013  
Postleitzahl 50439 Köln  
Postfach 100  
ARD ZDF Deutschlandradio  
Beitragsservice 01  
50439 Köln

**Sie erreichen uns unter**  
**Telefon** 018 59995 0870  
**Telefax** 018 59995 0105  
(6,5 Cent/Min. aus dem dt. Festnetz, abweichende Preise für Mobilfunk)

**Servicezeiten**  
Montag - Freitag 7 - 19 Uhr

**Postanschrift**  
ARD ZDF Deutschlandradio  
Beitragsservice, 50439 Köln

**Web** [antworten.rundfunkbeitrag.de](http://antworten.rundfunkbeitrag.de)

**Datum** 17.06.2013

**Aktenzeichen** 465 096 933 8  
bitte immer angeben!

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**Für alle - von allen: Der neue Rundfunkbeitrag**

Sehr 

ARD, ZDF und Deutschlandradio bieten Ihnen täglich ein hochwertiges, unabhängiges und vielfältiges Programm rund um Politik, Wirtschaft, Kultur und Sport. Dieses Angebot lässt sich heute auf unterschiedlichsten Wegen empfangen - ob über Radio, TV, Computer oder Smartphone. Deshalb hat der Gesetzgeber die Rundfunkfinanzierung zeitgemäß gestaltet:

Seit 1. Januar 2013 gibt es den geräteunabhängigen Rundfunkbeitrag. Das heißt: Es ist nicht mehr entscheidend, ob und wie viele Rundfunkgeräte vorhanden sind. Pro Wohnung ist ein Rundfunkbeitrag zu zahlen.

Auf Basis gesetzlicher Bestimmungen haben wir die Adressdaten der Einwohnermeldeämter mit den bei uns angemeldeten Beitragszahlern abgeglichen. Unter Ihrem Namen konnten wir für diese Wohnung kein Beitragskonto finden.

Dear Guest,

If you receive a letter from **ARD ZDF Deutschlandradio Beitragsservice**, please do not respond to it, but bring the letter (including the answer envelope) to Ms. Fleischmann's office (Hüfferstraße 61). You can also send it per Hauspost from your institute. As a guest in one of our guesthouses, you don't have to pay the "Rundfunkgebühr", because it is already included in your rent.

## Sublease agreement

between

NAME, ADRESS, represented by XXX,

- hereinafter referred to as "Landlord" -

and

NAME, ADRESS,

- hereinafter referred to as "Subtenant" -

- hereinafter jointly referred to as "Parties" -

### § 1 Leased premises, Subtenant declaration of number of persons, keys

- (1) Exclusively for residential purposes, the Landlord rents to the Subtenant in the building POHA House Münster Hansaviertel, Bremerplatz 50-52, 48155 Münster, the apartment no. [REDACTED], tower [REDACTED], floor [REDACTED] (see Annex 1) for use by one person. The apartment is furnished and consists of one room including kitchen and bathroom.
- (2) The lease is made with regard to the employment/training contract with a work start date of [REDACTED].
- (3) The Subtenant expressly declares that at the time of the conclusion of this Agreement he/she has no intentions or reasons whatsoever to admit further persons or to form a residential community with further persons.
- (4) The Subtenant is entitled to reasonable joint use of the community areas (lounge, living room, dining room, outdoor terrace, laundry room) without this giving the Subtenant any entitlement to use under the lease. If there are objective reasons, the Landlord may, at his reasonable discretion, determine that individual community facilities may be used in a different manner or may no longer be used in the future. Subtenant shall be given reasonable advance written notice of such intent to change. The aforementioned community spaces may be rented to outside customers two days each month. During this time, access is blocked for the Subtenant. The blocking times will be announced in good time beforehand.
- (5) The living space is approx. [REDACTED] m<sup>2</sup>. The area specification is for general orientation only and does not represent any assurance or agreement of a specific size, but merely serves to define

the rental object. Should changes in the square footage result from subsequent measuring, the rental price will not change. A right of termination due to possible deviations of the aforementioned from the actual area, which become apparent later, is excluded.

- (6) The Subtenant shall be handed over the keys listed individually in the handover protocol by the Landlord for the rental period. The Subtenant shall keep all keys to the leased property carefully and ensure that they are not lost. If necessary, the Subtenant may order additional keys from the Landlord for a fee. In the event of loss of a key, the Landlord shall be notified immediately. The Subtenant shall reimburse the costs for lost keys, unless he is not responsible for the loss. The same shall apply with regard to costs arising from the alteration or replacement of locks and/or the locking system. In the event of loss of a key or lockout, compensation shall be paid in money. The amounts to be paid can be found in Annex 5.

## **§ 2 Term of contract, termination, no tacit renewal**

- (1) The tenancy shall commence on [redacted] and end on [redacted] without any notice of termination being required.
- (2) The tenancy is a temporary tenancy, as the main tenancy ends on [redacted].
- a) The reason for the time limit is that upon expiration of the main lease, the Landlord of the main lease intends to remove the premises in a permissible manner or to change them so substantially or to repair them in such a way that the measures would be considerably impeded by a continuation of the main lease.
- b) Furthermore, it is intended to rent the premises to another party obligated to provide services, provided that the main tenancy continues.
- (3) The lease shall continue to be subject to a condition subsequent. It shall end upon termination of the employment relationship or upon termination or interruption of the training. In this case, the apartment must be vacated at the end of the month after next following the termination of the employment/training relationship. During the obligation to vacate, the obligation to pay rent remains unaffected.
- (4) The Subtenant shall be entitled to terminate the tenancy properly in compliance with the statutory notice period even before the expiry of the fixed term.
- (5) The rental agreement may be terminated with immediate effect for good cause without notice, in particular if
- a. the Subtenant is in arrears with two months' rent despite a written warning,

- b. the Subtenant uses the leased property in breach of the contract - in particular unauthorized transfer to third parties - or significantly endangers the property by neglecting the duties of care incumbent upon it,
  - c. the Subtenant culpably violates the contractual obligations to such an extent, in particular also disturbs the peace of the house to such an extent that the Landlord can no longer be expected to continue the contract.
- (6) Notice of termination must be given in writing, whereby the receipt of the letter of termination is the sole criterion for its timeliness.
- (7) If the Subtenant continues the use of the leased property after the expiry of the lease term, a tacit extension of the lease shall not occur.

### § 3 Rent, operating costs

- (1) The total monthly rent currently amounts to a total of [REDACTED] €.
- (2) (OPTION) The Subtenant will receive a rent subsidy in the amount of [REDACTED] € until his foreign professional qualification is recognized. The Subtenant is aware that this allowance i. [REDACTED] is subject to wage and income taxation as a non-cash benefit and must therefore be reported to the HR department.

Thus, until recognition, a monthly reduced total rent of [REDACTED] € is due. The recognition of the foreign professional qualification must be notified to the Landlord immediately upon receipt by the Subtenant.

The total rent to be paid after recognition of the foreign professional qualification, valid at that time, is due on the 3rd working day of the month following the recognition. The total rent valid at this time includes rent increases in accordance with paragraph 3. The date of recognition of the foreign professional qualification is decisive.

- (3) The total monthly rent referred to in paragraph 1 in the amount of [REDACTED] € increases from
- 01-01-2023** by [REDACTED] € to [REDACTED] €,
- on **01-01-2024** by [REDACTED] € to [REDACTED] €,
- on **01-01-2025** by [REDACTED] € to [REDACTED] €,
- on **01-01-2026** by [REDACTED] € to [REDACTED] €,

without the need for a separate declaration by the Landlord.

During the term of the graduated rent, a rent increase according to §§ 558 - 559b BGB is excluded.

- (1) In principle, the rent shall include all operating and ancillary costs pursuant to § 2 BetrKV (Annex 2) incurred in connection with the leased property. The Landlord does not owe a statement of operating costs.
- (2) Against the background of the most sustainable and economic use of the leased property, the Subtenant is obliged to use water and heating heat only to the usual extent. In the event of persistently extremely high consumption, the Landlord reserves the right to bill the operating costs on the basis of consumption.
- (3) The total rent shall further include the costs of the
  - a. Use of the in-house WIFI/LAN and power network in the apartment as well as in the community areas.
  - b. Where offered: On-site community management (currently provided by POHA Operations GmbH).

#### **§ 4 Due date of payments, consequences of default, rental security (deposit)**

- (1) The rent to be paid in accordance with § 3 of this contract is to be transferred monthly in advance, at the latest by the 3rd working day of each month, to the following bank account of the Landlord, **stating the tenant's number:** [REDACTED] free of charge:

**NAME**

**NAME**

**BANK**

**IBAN**

**BIC**

- (2) The timeliness of payment shall be determined not by the date of dispatch but by the date on which the money is credited. Interest on arrears shall be charged for the year at a rate of 5 percentage points above the base interest rate. If the Subtenant culpably defaults on payment, a reminder fee of € 10.00 shall be charged for each written reminder sent by the Landlord. The Subtenant shall be entitled to prove that no damage has been incurred or that the damage is significantly lower than the flat fee.
- (3) The Subtenant shall provide security in the amount of one month's rent, i.e. in the amount of [REDACTED] €, to secure all claims of the Landlord under this agreement. The Subtenant is entitled to three equal monthly partial payments. The first partial payment is due at the beginning of the tenancy. The further partial payments are due together with the immediately following rent payments.
- (4) The Subtenant's claim for repayment of the security deposit shall only be due after the end of the contract and return of the leased property and only to the extent that the Landlord is not

entitled to any counterclaims arising from the tenancy. A set-off of the Subtenant with deposit repayment claims against the rental claims of the Landlord during the current tenancy is inadmissible.

#### **§ 5 Set-off; right of retention**

- (1) The Subtenant may only set off against the Landlord's claim for payment or exercise a right of retention with counterclaims that are undisputed or have become *res judicata*. The right to refuse performance under § 320 BGB remains unaffected.
- (2) Notwithstanding Paragraph 1, the Subtenant may set off a claim for rent against a claim based on Sections 536a, 539 of the German Civil Code (BGB) or from unjust enrichment due to overpaid rent or exercise a right of retention due to such a claim if he has notified the Landlord of his intention in text form at least one month prior to the due date for payment of rent.
- (3) The Subtenant shall have no right of retention against the Landlord's claim for security deposit due to claims for removal of defects; offsetting against claims for damages due to defects of the Leased Property shall be excluded to this extent.

#### **§ 6 Condition of the rental object at the beginning of the contract; handover**

- (1) The rented property shall be handed over to the Subtenant in renovated condition at the beginning of the tenancy. The rental object is rented as inspected and is to be left in the same condition after the end of the tenancy relationship.
- (2) The handover of the apartment takes place at                     . Claims for damages in connection with a delayed handover are excluded. The handover by the Subtenant may not be refused due to insignificant defects. In case of a delayed handover of the rented property, the subtenant may be assigned an equivalent or better apartment until the time of handover.
- (3) When handing over the rental object to the Subtenant, the parties shall jointly draw up a handover protocol in which any defects and renovation work still to be carried out shall be recorded and which shall be signed by both parties. Insofar as no defects or residual work is found, the Subtenant confirms that he/she has taken over the rental object in a condition in accordance with the contract. Insofar as finishing work still has to be carried out, the Landlord shall arrange for this to be done without delay. The Subtenant must tolerate this work even after he has moved in. He may only reduce the rent for this reason if the use of the rented rooms is considerably impaired.

- (4) The leased property is equipped with furnishings (see Annex 3). These may not be exchanged or otherwise permanently removed.
- (5) The apartment is part of a new construction project. The Subtenant is aware that completion work on the interior and exterior of the new building project may continue after the Subtenant has moved in. As a result, noise and dirt nuisances are to be expected even after the Subtenant has moved in. Furthermore, the Subtenant is aware that any warranty work may have to be carried out on a new building. Taking these circumstances into account, the Subtenant accepts the rental object as being in accordance with the contract and is aware that a reduction of the rent due to immissions foreseeable in this respect as a result of these construction activities will not occur. The Subtenant is also aware that the Leased Property is part of a uniform overall building which, in addition to retail and gastronomy areas, also includes on the first floor two entrances to the station building which are always accessible to the public and are publicly dedicated in this manner, as well as a bicycle parking garage and a recycling center. In addition, the Subtenant is aware that the building, and thus also the leased property, is located in the immediate vicinity of Münster Central Station and is therefore aware of the conditions typical for a railroad station, in particular the (noise) immissions in this respect. The Subtenant has familiarized himself with this in advance and is therefore excluded in the future in relation to the Landlord with such objections from the tenancy that were known to him or should have been known to him at the time of the conclusion of this tenancy agreement.

#### **§ 7 Use of the rented property, house rules, subletting**

- (1) The use of the rented premises for any purpose other than the contractually agreed purpose is excluded.
- (2) If a defect in the leased property becomes apparent in the course of the lease term, the Subtenant shall notify the Landlord without delay. The Subtenant shall also inform the Landlord without delay of any other damage to the building.
- (3) The House Rules are attached to this Agreement as Annex 4. The Subtenant undertakes vis-à-vis the Landlord to observe them. He shall ensure that all third parties who enter the leased property also comply with these obligations of conduct. The Landlord may also subsequently establish and/or amend the house rules at its reasonable discretion. The Subtenant shall be bound by amendments and additions to the house rules if the Landlord notifies him of them and if they are reasonable, taking into account proper administration and management of the house. Subtenant acknowledges that POHA House is based on a coliving concept designed for a greater degree of togetherness and mutual exchange.

- (1) The Subtenant shall observe the respective care and operating instructions for the furnishings. The Subtenant is liable for damage to or loss of the furnishings, the leased property or other in-house inventory, insofar as he is at fault. This also applies to his agents, members of his household and other persons who have come into contact with the rented property at his instigation, insofar as they are at fault.
- (2) Subletting the apartment is not permitted. The Landlord shall be entitled to terminate the lease without notice if the Subtenant, notwithstanding a written warning, leaves the leased property to a third party in whole or in part without authorization.

**§ 8 Subtenant's obligations regarding the condition of the leased property, liability, maintenance, repair**

- (1) The Subtenant shall treat the rented apartment including the furnishings (see Annex 3) as well as the rooms, facilities and installations intended for common use with care and shall clean the rented property properly; this shall also include regular cleaning of the window panes including the frames. The Subtenant shall ensure adequate ventilation and heating of the apartment let to him. Proper ventilation shall be deemed to have taken place on a regular basis if the apartment is cross-ventilated for a sufficiently long period of time in the morning and in the evening.
- (2) The Subtenant shall be liable for all damage to the leased property within his sphere of responsibility culpably caused by him, his agents, members of his household and other persons admitted by him. The same applies to other persons who have come into contact with the rental object at his instigation. In the event of damage to the leased property which cannot be attributed solely to wear and tear in accordance with the contract, the Subtenant shall bear the burden of proof that the deterioration of the leased property was not caused by him or was his fault if the cause of the damage can only be attributed to the area under his direct influence, control and care.
- (3) The Subtenant shall notify the Landlord immediately of any damage to the leased property. He shall be liable for damage caused by breach of these obligations, insofar as they are based on at least negligent failure to recognize the defect on the part of the Subtenant or on his other culpable conduct.
- (4) The Subtenant shall bear the costs for minor maintenance and repairs to those parts of the leased property which are frequently exposed to his access (such as installation items for electricity, gas and water, heating and cooking equipment, window and door locks, locking devices of shutters, blinds, awnings, venetian blinds and co-rented furnishings such as refrigerators), without being at fault, provided that the costs for the individual measure do not



exceed 250 euros. If several such minor repairs are required within one calendar year, the Subtenant's share of the costs shall be limited to 8% of the total annual rent pursuant to § 3 of this agreement. Insofar as a craftsman is commissioned to carry out the repair, the awarding of the contract shall remain the responsibility of the Landlord.

- (5) The strict liability of the Landlord and its vicarious agents is excluded. He is only liable for intent and gross negligence. For slight negligence he is liable only in case of breach of essential or typical contractual obligations. The exclusion of liability does not apply in case of injury to life, body or health. Furthermore, the exclusion of liability shall not apply if the Landlord has warranted a certain characteristic of the leased property or fraudulently concealed a defect. Insofar as the contractual obligation extends to defects which existed at the time of conclusion of the contract or handover of the rental object, the Landlord shall not be liable for slight negligence.

#### **§ 9 Maintenance and Modernization Measures; Obligation to Tolerate**

- (1) The Landlord may carry out repairs and structural changes that are necessary to maintain the house or the rented premises or to avert imminent danger or to repair damage without the Subtenant's consent. These measures must be announced in good time in advance.
- (2) The Subtenant shall tolerate measures which are necessary for the maintenance or repair of the leased property (maintenance measures).
- (3) A modernization obligation of the Landlord does not exist.
- (4) The Subtenant shall also tolerate modernization measures within the meaning of Section 555b BGB. This shall also apply if the modernization does not directly affect the rented property but another apartment in the building or other parts of the building. There shall be no obligation to tolerate if the modernization measure would cause hardship for the Subtenant, his family or a member of his household which cannot be justified even when taking into account the legitimate interests of both the Landlord and other Subtenants in the building as well as concerns of energy saving and climate protection.
- (5) Repairs and structural alterations to the house or the leased premises which, although not necessary, are expedient, may be made without the consent of the Subtenant if the Subtenant is not substantially inconvenienced thereby.
- (6) Insofar as the leased property is directly affected by such work, the Subtenant shall make it accessible; it shall not obstruct the work.

#### **§ 10 Cosmetic repairs**

- (1) The Landlord is not obliged to carry out cosmetic repairs.
- (2) The Subtenant shall be responsible for the cosmetic repairs during the term of the lease insofar as the rented property has been renovated or handed over to him in a comparable condition. Reference is made to Section 14 (3) and (4). Generally, cosmetic repairs will be required at the following intervals: a) in kitchens, bathrooms and showers every 5 years, b) in living rooms, bedrooms, hallways and toilets every 8 years, c) in other adjoining rooms every 10 years. The periods run from the beginning of the tenancy or from the date of the last renovation during the tenancy period.
- (3) The cosmetic repairs include: Wallpapering, painting the walls and ceilings, painting the floors, painting the interior doors, windows and exterior doors from the inside and painting the radiators including the heating pipes.
- (4) Insofar as the Subtenant has not carried out the cosmetic repairs which have become due during the term of the lease, he shall make up for them at the latest at the end of the tenancy.

#### **§ 11 Structural changes by the Subtenant**

- (1) Structural changes of any kind to and in the leased property and the facilities and equipment therein by the Subtenant may not be made without the prior written consent of the Landlord.
- (2) The Subtenant must restore the original condition until the return of the leased property.

#### **§ 12 Entering the rented property**

- (1) The Subtenant and all persons present in his apartment shall allow the Landlord or his representative, accompanied by other persons if necessary, to enter the apartment for reasons (e.g. new tenancy, sale, work activities) after reasonable prior notice and shall ensure that the apartment can be entered even if the Subtenant is absent.
- (2) In cases of urgent danger, the Landlord may enter the leased property without prior notice and in the absence of the tenant.

#### **§ 13 Insurances**

The Subtenant shall take out **liability insurance** and maintain it for the duration of the lease. The Subtenant shall provide the Landlord with evidence of the existence of such insurance prior to the commencement of the Lease. In addition, the Subtenant is advised to take out household contents insurance and key loss insurance.

#### **§ 14 Return of the rented premises**

- (1) At the end of the lease, the Subtenant shall return the leased property completely vacated and carefully cleaned. Furnishings (see Annex 3), which are part of the apartment, are to be returned complete and in perfect, age-appropriate condition. In the event of damage to the rented property, the fixtures and fittings (see Annex 3) or other fixtures and fittings belonging to the house, culpably caused by the Subtenant, his agents, members of his household, other persons taken in by him or other persons who have come into contact with the rented property at his instigation, compensation must be paid in money. This also applies in the event of loss of the furnishings (see Appendix 3) or other household inventory. The amount of the payment can be taken as an example from Annex 5. This list is not exhaustive.
- (2) All keys, including those procured by the Subtenant himself, shall be handed over to the Landlord. The Subtenant shall be liable for all damages incurred by the Landlord or a successor in title to the tenant as a result of failure to comply with this obligation.
- (3) If the Subtenant still owes the execution of cosmetic repairs according to § 10 of this contract, he also has to fulfill this obligation until the end of the tenancy at the latest and only after coordination with POHA Operations GmbH.
- (4) The Subtenant is obliged to return the rented rooms in the same decorative condition (in particular with regard to the painting work) that existed at the time of handover to the Subtenant (cf. handover protocol).
- (5) Until the end of the contract, the Subtenant is obligated to maintain the heating and house rules. The Subtenant is liable for all damages incurred by the Landlord in connection with a delayed move-out.
- (6) If the Subtenant has modified the leased property or provided it with facilities, he shall be obliged to restore the original condition at his own expense upon request of the Landlord, unless otherwise agreed in the individual case. For his part, the Subtenant shall be entitled to remove any facilities with which he has provided the leased property. The Landlord may avert the exercise of this right by paying reasonable compensation, unless the sublessee has a justified interest in the removal.
- (7) A joint move-out and handover protocol is prepared.

#### **§ 15 Other services**

Further services can currently be booked via an app of the provider. This is currently POHA Operations GmbH. When booking, separate costs may arise, which are not included in the total rent.

Among other things, a separate service fee is incurred for the exclusive use of the dining room. This is not included in the total rent. A request is made via the provider's app.

Furthermore, participation in community events (including cooking nights, parties, breakfasts) can be booked free of charge via the provider's app. Participation in these events may be limited, so there is no guarantee of participation.

The use of the app is subject to the applicable terms of use of the provider.

## **§ 16 Other agreements**

- (1) Waste paper and organic waste garbage cans are provided. It is essential to ensure proper use of the corresponding waste containers, as otherwise additional disposal fees may be incurred, which, if a specific polluter is not identified, may be passed on proportionately to all Subtenants as waste disposal costs.
- (2) After use of the community areas, the Subtenant shall ensure that the areas are left cleared, in particular that packaging waste is disposed of. If the Subtenant culpably violates this obligation, the Subtenant may be charged for the costs incurred for the cleanup work.
- (3) The Subtenant is permitted to keep small animals such as ornamental birds, ornamental fish, hamsters or guinea pigs without the consent of the Landlord, provided that the accommodation in the rented premises does not impair the rented property or cause a nuisance to residents or neighbors. The keeping of dogs and cats and other animals requires the consent of the Landlord. The consent may only be refused for good cause. It is only valid for the individual case and can be revoked if a nuisance to the neighbors or an impairment of the rented property has occurred. The Subtenant is liable for all damages resulting from keeping animals, if necessary even without the existence of fault.
- (4) The Subtenant is prohibited from feeding pigeons and other wild animals from the property. The Subtenant is liable for all damages resulting from unauthorized feeding, if necessary, even without the existence of fault.
- (5) The apartment includes a cable connection for television. Against the background of this supply of the house, the Subtenant is not allowed to install stationary or mobile satellite equipment and / or antennas.
- (6) The Subtenant is aware that the supply and exhaust air system in the apartment may not be turned off, because otherwise mold growth is to be expected. The Subtenant is aware that the supply and exhaust air system generates noise in the apartment and accepts this. The Subtenant

is also aware that adjustments may still have to be made to the supply and exhaust air system. The Subtenant shall grant access to the rented apartment to the technicians commissioned for this purpose after giving due notice.

- (7) Smoking is prohibited in the hallways and stairwells, otherwise the smoke detectors may be triggered. The triggering of the stairwell ventilation will result in a chargeable fire department operation.
- (8) For the purpose of uniform design, the nameplates on the mailboxes shall be installed by the Landlord. Other or further nameplates may not be installed by the Subtenant.
- (9) For architectural reasons, the Subtenant is prohibited from changing the facade view of the object. This applies in particular to the installation of clotheslines on the private loggias and balconies, painting the windows or exterior walls, installing screens on loggias, balconies or terraces. For drying laundry on the loggias, balconies and terraces, use so-called clothes racks or the like. Placing objects on the outer window sills is not allowed. Awnings and external blinds may not be installed without the written permission of the Landlord.
- (10) The Subtenant is prohibited from placing signs, inscriptions or objects of any kind in jointly used rooms or on the property. The placement of objects in the leased property is only possible with the prior written consent of the Landlord.
- (11) The flooring of the living spaces, unless tiled, shall be vinyl. The bonding of carpeting is not permitted.
- (12) All windows and exterior facade located in the dwelling shall not be drilled into.

### **§ 17 Prevention of the Subtenant**

The Subtenant shall ensure that all obligations imposed on him by the lease agreement, house rules or by other provisions are also fulfilled during his absence. Absence, age, illness, vacation, etc. do not release the Subtenant from fulfilling his obligations.

### **§ 18 Privacy**

A data protection information according to Art. 13 DS-GVO is attached to this contract as Annex 6.

### **§ 19 Written form**

There are no ancillary agreements to this contract. Amendments and supplements to the contract must be made in writing to be effective. This formal requirement can only be waived by written agreement.

## **§ 20 Severability clause**

Should individual provisions of this contract be invalid or unenforceable or become invalid or unenforceable after conclusion of the contract, this shall not affect the validity of the remainder of the contract. The invalid or unenforceable provision shall be replaced by a valid and enforceable provision whose effect comes as close as possible to the objective pursued by the contracting parties with the invalid or unenforceable provision. The foregoing provisions shall apply mutatis mutandis in the event that the contract proves to be incomplete.

The following attachments are subject matter and part of this contract.

- Annex 1: Floor plan
- Annex 2: Operating Costs Ordinance
- Annex 3: Furnishings
- Annex 4: House rules
- Enclosure 5: Fee catalog
- Enclosure 6: Information according to Art. 13 EU-DSGVO

Münster, the

Münster, the

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Landlord

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Subtenant

**Annex 1: Floorplan**



## Annex 2: Operating Costs Ordinance

<b>Operating Cost Ordinance</b>	
BetrKV	
Date of issue: 25/11/2003	
Full text:	"Operating Costs Ordinance of 25 November 2003 (BGBl. I pp. 2346, 2347), as amended by Article 4 of the Law of 3 May 2012 (BGBl. I p. 958)."
Status:	amended by Art. 4 G of 03/05/2012 I 958
Footnote	(+++ Text reference as of: 01/01/2004 +++) The Ordinance was adopted as Article 1 of the Ordinance of 25.11.2003 I 2346 by the Federal Government and the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth in agreement with the Federal Ministry of Economics and Labour, the Federal Ministry of Transport, Building and Housing and the Federal Ministry of Health and Social Security with the consent of the Federal Council of Germany. It entered into force pursuant to Art. 6 of the Ordinance with effect from 1 January 2004.
<b>§ 1 Operating costs</b>	(1) Operating costs are the costs incurred on an ongoing basis by the owner or leaseholder as a result of the ownership or hereditary building right on the land or as a result of the intended use of the building, annex buildings, installations, facilities and land. Contributions in kind and work performed by the owner or leaseholder may be assessed at the amount that could be assessed for an equivalent service performed by a third party, in particular a contractor; the turnover tax of the third party may not be assessed.
(2) Operating costs do not include:	
1. the costs for labour and equipment required to manage the building, the cost of supervision, the value of administrative work performed personally by the landlord, the cost of statutory or voluntary audits of the annual accounts and the cost of management (administrative costs),	
2. the costs that must be incurred during the useful life to maintain the intended use in order to properly eliminate structural or other defects caused by wear and tear, ageing and the effects of the weather (maintenance and repair costs).	
<b>§ 2 List of operating costs</b>	Operating costs within the meaning of Section 1 are:
1. the current public charges of the property including in particular the real estate tax;	
2. the cost of the water supply, which includes the costs of water consumption, the basic charges, the costs of renting or other types of transfer for use of water meters, as well as the costs of their use including the costs of calibration and the costs of calculation and allocation, the costs of maintenance of water quantity regulators, the costs of operating an in-house water supply system, and a water treatment system including treatment materials;	



3. the cost of drainage, which includes the charges for the building and property drainage, the costs of operating a corresponding non-public facility and the costs of operating a drainage pump;

4. the costs

a) for the operation of the central heating system, including the flue gas system, which includes the costs of the consumed fuels and their delivery, the costs of the operating current, the costs of the operation, monitoring and maintenance of the system, the regular inspection of its operational readiness and operational safety, including adjustment by a specialist, the cleaning of the system and the operating room, the costs of measurements in accordance with the Federal Immission Control Act, the costs of renting or other types of transfer for use of consumption metering equipment and the costs for using consumption metering equipment, including the costs of calibration and the costs of calculation and allocation;

or

b) of the operation of the central fuel supply system, which includes the cost of the fuel consumed and its supply, the cost of the operating current and the cost of monitoring, as well as the cost of cleaning the plant and the operating room;

or

c) the independent commercial supply of heat, including from systems in the definition of lit. a), which shall include the fee for the supply of heat and the costs of operating the related building systems according to lit. a) above;

or

d) the cleaning and maintenance of self-contained central heating systems and individual gas furnaces, which includes the costs of removing water deposits and combustion residues in the system, the costs of regular testing of operational readiness and operational safety and the related calibration by a specialist, and the costs of measurements in accordance with the Federal Immission Control Act;

5. the costs

a) for operating the central hot water supply system, which includes the costs of water supply in accordance with No. 2, insofar as they have not already been taken into account there, and the costs of water heating in accordance with No. 4 lit. a);

or

b) the independent commercial supply of hot water, including from systems as defined under lit. a);

This includes the fee for the supply of the hot water and the costs for operating the related building systems in accordance with No. 4 lit. a);

or

c) the cleaning and maintenance of hot water appliances, which includes the costs of removing water deposits and combustion residues inside the appliances as well as the costs for the regular testing of operational readiness and operational safety and the related calibration by a specialist;

6. the costs for connected heating and hot water supply systems

a) in the case of central heating systems according to No. 4 lit. a) and according to No. 2, insofar as they are not already taken into account there;

or

b) in the case of the independent commercial supply of heat in accordance with No. 4 lit. c) and in accordance with No. 2, insofar as they are not already taken into account there;

or

c) in the case of connected self-contained central heating systems and hot water supply systems according to No. 4 point (d) and according to No. 2, insofar as they are not already taken into account there;

7. the costs for operating the passenger or freight lift; which includes the costs of the operating current, the costs of supervision, operation, monitoring and maintenance of the installation, the regular inspection of its operational readiness and operational safety including calibration by a specialist, and the costs of cleaning the system;

8. the costs of street cleaning and waste disposal; the costs of street cleaning include the fees payable for public street cleaning and the costs of corresponding non-public arrangements; the costs of garbage disposal include specifically the fees payable for garbage collection, the costs of corresponding non-public arrangements, the costs of operating garbage compressors, garbage chutes, garbage suction systems, as well as the operation of garbage collection systems including the costs of calculation and allocation;

9. the costs of building cleaning and vermin control; the costs of cleaning the building include the costs of cleaning the parts of the building in shared use by the residents, such as entrances, corridors, staircases, cellars, attics, laundry rooms, lift car;

10. the costs of garden maintenance, which include the costs of maintaining gardened areas including the renewal of plants and woody plants, the maintenance of playgrounds including the renewal of sand and the maintenance of squares, accesses and driveways that serve non-public traffic;

11. the cost for lighting, which include the cost of electricity for exterior lighting and the lighting of parts of the building in shared use by the residents, such as entrances, corridors, staircases, cellars, ground rooms, laundry rooms;

12. the costs for chimney cleaning, which include the sweeping fees according to the applicable fee schedule, insofar as they have not already been taken into account as costs according to No. 4 lit. a);

13. the costs for property and liability insurance, which include in particular the costs for insuring the building against fire, storm, water and other natural hazards, glass insurance, liability insurance for the building, the oil tank and the lift;

14. the costs for the caretaker, which include the remuneration, social contributions and all non-cash benefits granted by the owner or leaseholder to the caretaker for his work, insofar as this does not relate to maintenance, repair, renewal, beauty repairs or property management, to the extent that work is carried out by the caretaker, the costs for labour in accordance with Nos. 2 to 10 and 16 may not be assessed;

15. the costs  
a) of the operation of the community antenna system, which include the costs of the operating current and the costs of the regular inspection of their operational readiness including calibration by a specialist or the fee for the use of an antenna system not belonging to the building, as well as the fees for cable retransmission that are incurred pursuant to the Copyright Act;  
or

b) of the operation of the private distribution system connected to a broadband network, which includes the costs according to lit. a) and furthermore the running monthly basic fees for broadband connections;

16. the costs of operating the laundry service facilities, which include the costs of the operating current, the costs of monitoring, maintaining and cleaning the facilities as well as the costs for the regular testing of their operational readiness and operational safety, and the costs for the water supply in accordance with No. 2, insofar as they have not already been taken into account there;

17. other operating costs, which include operating costs within the meaning of Section 1, which are not covered by Numbers 1 to 16.

### **Annex 3: Furnishings**

The use of the following furniture and fixtures is included in the lease, so long as they exist in the rented unit:

- Furniture in the room including bed with mattress, bed headboard, desk and chair, dining table and chair, closet, armchair, mirror, metal hanger, carpet, side table, bedside table, and shelving unit.
- Kitchenette with large electronic appliances, including built-in refrigerator, built-in microwave, extractor fan and induction/ceramic hob.
- Lighting - spotlights/ceiling lights.
- Room separator (if included)
- Bathroom items including bin, toilet brush, laundry line, vanity shelf, toilet paper holder and towel holder Items such as clothesline, bathroom storage etc.
- Small appliances: Kettle.
- Kitchen accessories including cutting board, ladle, cooking spoon, spatula, cutting knife, cutlery, cups, plates, bowls, glasses, pots, pan, carafe, waste bin, etc.
- Other accessories including mattress cover and clothing hangers.
- Decorative lighting such as desk lamp and lighting accessories - incandescent bulbs, halogen lights.

## Annex 4: House rules

### House policies

Our house policies outline our rules and expectations of all residents throughout the building

#### 1. Respectful behaviour

Harassment or threat of harassment on the grounds of skin colour, religion, sex or sexual orientation are not tolerated. Nuisance or intimidation or physical, verbal or written abuse against other residents, visitors or employees is not tolerated. No resident or any visitor to commit any form of criminal offence.

#### 2. Respecting each other

Keep unnecessary noises to a minimum. Play music only at appropriate times, limit noise on all days between 10 p.m. and 7 a.m., between 1 p.m. and 3 p.m., as well as on Sundays and public holidays. When you host private events, don't forget to inform us beforehand. Respect the culture and boundaries of the other POHA residents.

#### 3. Your Apartment

Don't forget to give your private spaces plenty of ventilation to avoid mould and unwanted odours. All spaces should be kept clean. Don't flush anything down the toilet that may get stuck, including menstruation products, household and kitchen waste.

#### 4. Guest policy

You are fully responsible for the behaviour of your guests. Your guests should comply with the house policies just as you do.

#### 5. Sustainability is life

Collect trash in the designated bins, recycle and also keep the spaces outside of your apartment clean. Conserve energy on heating and lighting as much as possible. Conserve water.

#### 6. Things that don't belong at POHA

Don't bring in dangerous materials that risk fire, are hazardous, etc. No smoking inside or outside the building. No bikes, mopeds etc. in the hallways or staircases. Repairs, oil changes and vehicle washes are not permitted on the premises. Don't attach any additional signage to the mailbox.

In order for everyone to feel comfortable and to maintain an incredible community, we ask you to read and implement these rules forward to a fantastic time together at POHA House!

## Enclosure 5: Fee Catalog

<b>Loss or damage of keys</b>	<b>Costs in EUR</b>
Lock out	50.00
Mailbox key Loss/ Damage	30.00
Home Key Loss	100.00
<b>Loss or damage in own living space</b>	<b>Cost per item in EUR</b>
Large stains or scratches on a wall	150.00 per wall
Socket	20.00
Light switch	20.00
Small carpet	50.00
Mattress	180.00
Chair	130.00
Mirror	55.00
Clothes rail	80.00
Ceiling lamp	60.00
Wardrobe	600.00
Desk/ dining table	180.00
Desk chair	80.00
Curtain & curtain rod	80.00
Bed	320.00
Bed backrest with cushions	50.00
Open shelf	250.00

Armchair	150.00
Shutter	100.00
Stool	75.00
Side table	60.00
<b>Large appliances</b> such as, among others: Refrigerator, microwave, cooker (incl. air extractor bonnet), power outlets, etc.	600.00 per piece
<b>Loss or damage in the bathroom</b>	<b>Costs per piece</b>
Furniture such as: Washbasin tap and cupboard	100.00
Accessories such as: Waste bin, soap holder, toilet brush and holder, toilet paper holder, towel holder etc.	20.00 Per piece / per item
Ceiling light	65.00
Clogged toilet	50.00
Blockage of the drain in the shower, washbasin or bathtub	80.00

<b>Loss or damage in own living space</b>	<b>Cost per item in EUR</b>
Light bulb	10.00
Mattress topper	70.00
Coat hanger	5.00
Litter bin	15.00
Desk lamp	40.00
<b>Bathroom furniture</b> such as: Washbasin tap and cupboard	100.00
<b>Bathroom accessories</b> such as: Waste bin, toilet brush, toilet paper holder, towel holder, clothes line etc.	20.00 per piece
<b>Small appliances</b> such as: Kettle	40.00 per piece
<b>Cooking utensils</b> such as: Frying pans, pots and lids etc.	30.00 per piece

<b>Glassware and cooking utensils</b> such as: Cutting board, cooking spoon, soup ladle, spatula, cooking knife, glasses, cups, plates, bowls, salad and fruit bowls, carafe, cutlery (forks, knives and spoons) etc.	20.00 per set
---	---------------



**Enclosure 6: Information according to Art. 13 EU-DSGVO**

Please fill in

## Departure

If you know the exact date of your departure already, please advise us. You also need to make an appointment for the apartment check-out the last working day before you leave with the Community Manager via POHA App or on site.

Please make sure that you paid the total of your rent.

Furthermore I would like to ask you to carry out the following procedures on the day of your departure:

- leave the keys on the desk in your apartment or agree a location with the community manager on site
- close the windows and turn off the heater
- put the sheets and towels on the floor
- sweep the apartment
- If you have items that you cannot take back to your home country and don't want to throw away, please ask your neighbors or someone from the office if they could use them.

**Please do not leave food, empty bottles or waste in your apartment.**

Please leave the apartment until 10 am, if you leave on the 15th or the last day of the month. In case you forget something accidentally inside the apartment, we are going to contact your host institute.

**Please also note the following suggestions:**

**Mail** - Before you move out from the guesthouse you should request to forward your mail to your new postal address, so you can keep receiving letters and parcels without any problems. The Deutsche Post offers a form that you can fill in on this website:

<https://www.efiliale.de/efiliale/nachsenden-lagern/nachsendeservice.jsp>

If you don't carry out this application, your mail will be returned to the Deutsche Post with the note "Addressee moved". In any case, please remember to inform the senders of the forwarded mail about your new address.

**Cancellation of registration at the Stadt Münster**

If you are registered at the municipality (Stadt Münster), do not forget to cancel your residence: [http://www.stadt-](http://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html)

[muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html](http://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html)

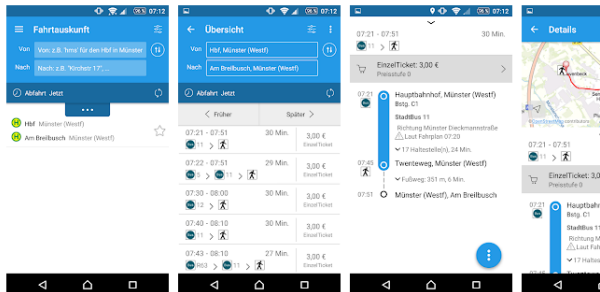
The form "Wohnungsgeberbestätigung", which you need to request your residence can be retrieved in our office on demand.

Sent the documents by Post to the address of the townhall:

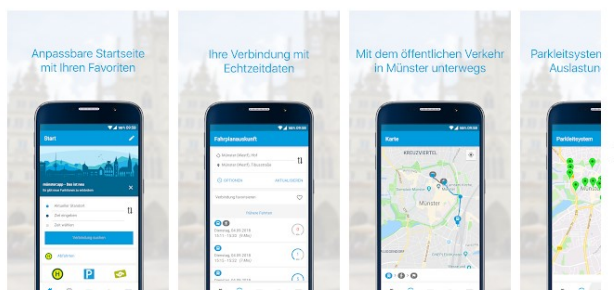
Stadt Münster  
Amt für Bürger- und Ratsservice  
48127 Münster

**Use of your data** - We have saved the data that you indicated for your registration at our guesthouse for the time of your stay. If you do not agree with a further use, please write an email to [support.academics@uni-muenster.de](mailto:support.academics@uni-muenster.de). If you stay in Münster after leaving our guesthouse and if you would like to be informed per email about internal events as the "Monthly Academics", please let us know, too.

# Useful applications



When exactly does the bus depart? Is it too late or on time? Timetable MS knows the answer. The convenient timetable App Stadtwerke Münster is the timetable for mobile smartphones. Displayed is the exit for the city of Münster in real time. For example, for the nearest bus stop from their own location.



The Münster: app that makes life easier in Münster. Transport links, parking capacities, Münster services for citizens and tourists, pharmacies emergency services, construction sites - all the information at hand in one app.

When comes the next bus?  
When do I put out the garbage?  
Where can I find a parking space?

## Useful links

### **University of Münster**

<http://www.uni-muenster.de>

### **International Office**

<http://www.uni-muenster.de/InternationalOffice>

### **City of Münster**

<http://www.muenster.de>

### **Busses & timetables Münster**

<https://www.stadtwerke-muenster.de>

### **German Railways**

<http://www.bahn.de>

### **Intercity Bus**

<https://www.flixbus.de/>

### **Airport Münster Osnabrück (FMO)**

<http://www.flughafen-fmo.de>

### **Bicycle rental**

<http://www.radstation-ms.de>

<https://swapfiets.de/en/>

### **Sale of used bicycles (once monthly)**

<http://fietsenboerse.de/muenster/>

**Münster Information:**

Heinrich-Brüning-Str. 9  
 48143 Münster  
 Mo - Fr 10 - 18 Uhr,  
 Sa 10 - 13 Uhr  
 Tel. 0049 (0)251 - 492 - 2710  
 Fax 0049 (0)251 - 492 - 7743  
 info@stadt-muenster.de

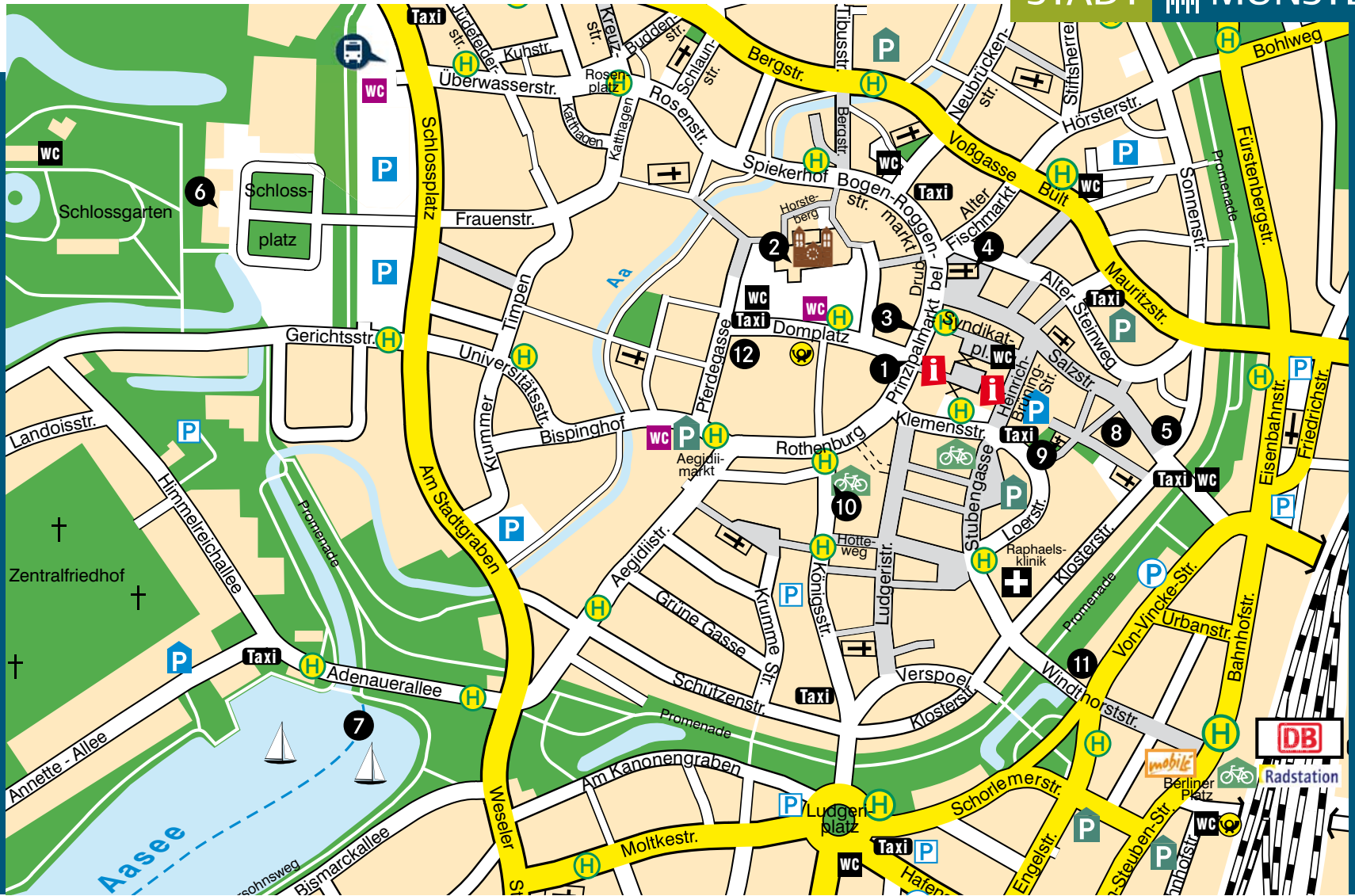
**Information im Historischen Rathaus:**

Prinzipalmarkt 10  
 48143 Münster  
 Di - Fr 10 - 17 Uhr,  
 Sa, So, feiertags 10 - 16 Uhr  
 Tel. 0049 (0)251 - 492 - 2724  
 friedensaal@stadt-muenster.de

[www.tourismus.muenster.de](http://www.tourismus.muenster.de)



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1 Historisches Rathaus (Historic Town Hall)    2 St. Paulus-Dom (Cathedral)    3 Prinzipalmarkt    4 St. Lamberti (Church)    5 Stadtmuseum    6 Schloss (Residence)    7 Aasee    8 Erbdrostenhof    9 Clemenskirche (Church)    10 Kunstmuseum Pablo Picasso    11 Museum für Lackkunst    12 LWL-Museum für Kunst und Kultur

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- Parkhaus mit Behindertenparkplatz (kostenpflichtig)
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- Reisebusparkplatz
- Haltestelle für Reisebusse (nur Ein- und Ausstieg)
- Fernbushaltestelle
- Bushaltestelle
- Taxi-Haltestelle
- Tourist-Information
- Krankenhaus
- Barrierefreie, öffentliche Toilette
- Öffentliche Toilette
- Radstation mit Fahrradvermietung
- Campingplatz
- Post
- St.-Paulus-Dom
- Fußgängerzone
- Umweltzone

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Grafik: Vermessungs- und Katasteramt



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BAB 43 Recklinghausen

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stadion  
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MS-Amelsbüren  
B 54 Hamm  
Dortmund

MS-Gremmendorf  
MS-Angelmodde

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# Welcome Willkommen

Thank you for separating your waste and disposing of it correctly.



Englisch



## Bio-waste

Collection: every week refer to the disposal calendar



These come in the brown bin:

- Flowers
- Bread and cake
- Egg-shells and bones
- Fish and meat (cooked)
- Cheese and cold meats
- compostible waste (e.g. fruit bags, paper handkerchiefs and napkins)

- Fruit
- Vegetables and salad
- Food left-overs
- Tee bags and coffee filters



These do not belong there:

- Potting soil
- Woody waste
- Cat litter
- Plastic bags
- Straw

## Recovered Paper and Cardboard

Collection: every 14 days refer to the disposal calendar



These come in the blue bin:

- Cardboard files
- Paper and envelopes
- Books and booklets
- Computer paper
- Egg-boxes and folding boxes

- Wrapping papers
- Catalogues and brochures
- Boxes
- Packing paper and corrugated cardboard
- Magazines and newspapers



These do not belong there:

- Photographs
- Drinks packaging
- Wallpaper

## Yellow Sack

Collection: every 14 days refer to the disposal calendar  
Toll-free hotline about the yellow sack: 0800/1223255



These come in the yellow sack:

- Aluminium foil
- Wrapping foil
- Drinks packaging
- Yoghurt pot
- Cans
- Margarine tubs
- Fruit and vegetable nets

- Screw-on caps and crown caps
- Shampoo bottles
- Washing-up liquid bottles
- Polystyrene
- Metal, plastic and composites packaging
- Toothpaste tubes



These do not belong there:

- Glass
- Paper
- Toys
- Pots and pans
- Nappies

## Residual Waste

Collection: every 14 days refer to the disposal calendar



These are for the grey bin:

- Ash and sweepings
- Sanitary towels and tampons
- Baking paper
- Felt-tip pens and ball point pens
- Residual fish and meat (raw)
- Gypsum and rubber
- Electric bulbs
- Cat litter and bird sand
- Ceramic and porcelain
- Candles
- Adhesive labels
- condoms
- Cleansing tissue
- Leather cuttings
- Plaster and dressing materials
- Cleaning cloths
- Vacuum cleaner bag

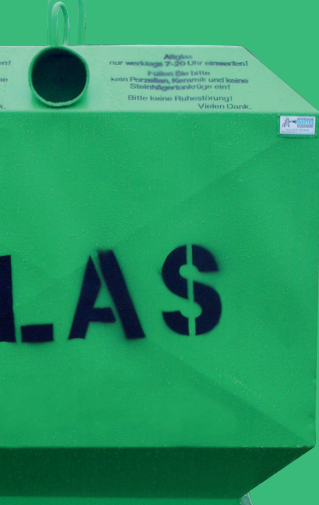
- Stockings
- Wallpaper
- Nappies
- Cotton wool
- Toothbrushes
- Cigarette ends and ash

These do not belong there:

- Rubble and stones
- Electrical appliances
- Problem waste

## Recovered Glass

Disposal times: Mon. - Sat. 7.00 a.m. - 8.00 p.m.  
Locations: Telephone 02 51/60 52-53



These are for the recovered glass containers:

(Sorted into white and coloured glass)

- empty glass bottles (without caps)
- empty glass receptacles (e.g. large pickled cucumber jars)



These do not belong there:

- Fireproof glass
- Window panes
- Glass bricks
- large glasses -> recycling centre
- full bottles

## Bulky Waste

Collection: 1 x per month (Only for private households)  
My bulky waste collection appointment under telephone 02 51/60 52-53



These can be placed at the roadside

- Furniture and household: Beds, mattresses and slatted bases
- Ironing boards and brooms
- Three-piece suite
- Pets' cages
- Prams and pushchairs
- Suitcases (empty)
- Ladders
- Cupboards and shelving
- Airmchairs, couches, tables and chairs
- Pieces of sporting equipments
- Carpets/floor coverings (rolled or bundled)
- Clothes horses

- Garden and Balcony: Flower boxes, garden appliances
- Garden waste (in municipal sacks)
- Garden furniture
- Shrub clippings (bundles)
- Other Bulk Waste: Bicycles (with "bulk waste" note)
- Blinds and roller blinds (inside)

These will not be taken away:

- Car parts
- Bathtubs
- Electrical Appliances
- Mirrors
- Lavatories

The pickup of large electrical appliances must be registered by card. AWM will then pick them up after an appointment has been made. Small electrical appliances should be taken to the recycling yard.

## Used Clothing

Locations: Waste telephone 02 51/60 52-53



These can be placed in the used clothing container:

- Used clothing in sacks or bags
- Bedclothes
- Trousers
- Jackets
- Coats
- Bed coverings
- Pullovers
- Shoes (in pairs)
- Table-cloths

These do not belong there:

- Residual waste
- Other waste

## Organic Waste

Collection: 1 x per month with bulky waste  
My bulky waste collection appointment under telephone 02 51/60 52-53



These come in the garden waste sack:

- Garden and organic waste (in municipal sacks)
- Foliage and plants
- Lawn clippings
- Shrub clippings (bundled)

max. 25 kg

These do not belong there:

- Logs
- Roots

## Problem Waste and Pollutants

Times for handing-in at locations of the 10 recycling-centres: Waste telephone 02 51/60 52-53



These are for the recycling centre:

- Used oil
- Batteries
- Chemicals
- Paints and varnishes
- Flourescent tubes
- Medication
- Pesticides and poisons
- Cleaning agents

- Edible oils
- Aerosols

These will not be accepted:

- Infectious waste
- Radioactive waste
- Explosives and munition

Thank you!  
Danke!

More questions?  
Waste telephone 02 51/60 52-53  
www.awm.muenster.de

Herausgeberin  
Stadt Münster  
Presse- und Informationsamt  
Abfallwirtschaftsbetriebe Münster  
Rösnerstraße 10  
48155 Münster  
Mai 2017



# House policies

Our house policies outline our rules and expectations of all residents throughout the building

## 1. Respectful behaviour

Harassment or threat of harassment on the grounds of skin colour, religion, sex or sexual orientation are not tolerated. Nuisance or intimidation or physical, verbal or written abuse against other residents, visitors or employees is not tolerated. Do not commit or allow any visitor to commit any form of criminal offence.

## 2. Respecting each other

Keep unnecessary noises to a minimum. Play music only at appropriate times, limit noise on all days between 10 p.m. and 7 p.m., and midday between 1 p.m. and 3 p.m., as well on Sundays and public holidays. When you host private events, don't forget to inform your neighbours beforehand. Respect the culture and boundaries of the other POHA residents.

## 3. Your Apartment

Don't forget to give your private spaces plenty of ventilation to avoid mould and unwanted odours. All spaces should be ventilated frequently. Don't flush anything down the toilet that may get stuck, including menstruation products, household and kitchen waste.

## 4. Guest policy

You are fully responsible for the behaviour of your guests. Your guests should comply with the house policies just as you do.

## 5. Sustainability is life

Collect trash in the designated bins, recycle and also keep the spaces outside of your apartment clean. Conserve energy on heating and lighting as much as possible. Conserve water.

## 6. Things that don't belong at POHA

Don't bring in dangerous materials that risk fire, are hazardous, etc. No smoking inside or outside the building. No bikes, mopeds etc. in the hallways or staircases. Repairs, oil changes and vehicle washes are not permitted in the property. Don't attach any additional signage to the mailbox

In order for everyone to feel comfortable and to maintain an incredible community, we ask you to read and implement the above rules.

We look forward to a fantastic time together at POHA House!



