

WohnNavi

Wohnraumberatung



- for people with a migration background in Treptow-Köpenick
- in various languages
- Feel free to make an appointment:

✉ wohnen.interaxion@offensiv91.de

or Tuesday, Thursday, and Friday between
10 a.m. and 12 p.m. at ☎ +49(0)1556 3707049



interaxion



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für Frauen, Familien, Kinder und Jugendliche



Bezirksamt
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BERLIN



Where can you look for an apartment?

>> <https://inberlinwohnen.de/wohnungsfinder/>

Here you will find offers from state-owned housing associations:

www.degewo.de

www.gewobag.de

www.howoge.de

www.stadtundland.de

www.wbm.de

www.gesobau.de



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Where can you look for an apartment?

You can find private rentals here:

www.vonovia.de

www.deutsche-wohnen.com

www.allod.de

www.adler-wohnen.com

www.berlinovo.de

www.immobilienscout24.de

www.ebaykleinanzeigen.de

www.immowelt.de

www.immonet.de

www.immonet.morgenpost.de

www.hws-berlin.de

ebay Kleinenanzeigen > Wohnung mieten

and many more...



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- ebay Kleinanzeigen
> temporary and shared apartment



- 

- wgcompany.de



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There are also
housing cooperatives.

These are particularly social rentals.
You can apply to become a member and be
placed on a waiting list.

To get an apartment, you have to buy shares
in the cooperative.

The amount of the cooperative shares
depends on the size of the apartment and the
cooperative.

You can find an overview online here:



[https://
www.wohnungsbaugenossenschaften.de/
regionen/berlin/mitglieder](https://www.wohnungsbaugenossenschaften.de/regionen/berlin/mitglieder)



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How much can the apartment cost?

On the internet, under AV Wohnen Berlin, you'll find a table. It shows how high the rent can be if the Jobcenter, LAF (State Office for Migration and Refugees), or Social Welfare Office (Sozialamt) is paying the rent.

LAF, Social Welfare Office and Jobcenter check the rent:

1. Gross rent excluding utilities - Net rent excluding utilities (basic rent) and operating costs excluding utilities (including, for example, garden maintenance, waste disposal, etc.)

2. Heating costs
(see current table under "AV Wohnen")

Who pays the deposit?

LAF, Sozialamt and Jobcenter can cover the deposit in the form of a loan.

Deposit = 3x net rent



CHECKLIST FOR APPLICATION DOCUMENTS



- ☐ Cover letter: Introduce yourself (and your family).
(You do not need a cover letter for state-owned housing associations).
- ☐ ID card or passport of all household members & residence permit (both sides)
- ☐ “Mietschuldenfreiheitsbescheinigung”: Certificate confirming that you have no outstanding rent. You can obtain this from your current landlord or at your place of residence.
- ☐ SCHUFA: Statement regarding your “creditworthiness.” You can obtain a **credit report or free data information** online at: <https://www.meineschufa.de/de/datenkopie> 
- ☐ Pay slips for the last three months or current “Bescheid” from the Jobcenter, Social Welfare Office (Sozialamt) or State Office for Refugee Affairs (LAF),

Permission to rent an apartment from the LAF
- ☐ If you are studying or in vocational training: **Certificate of enrollment or training contract**
- ☐ **Housing Eligibility Certificate (WBS):** For affordable social housing

AV Wohnen – Ausführungsvorschriften zur Gewährung von Leistungen gemäß § 22 SGB II und §§ 35 und 36 SGB XII

Stand: 01.01.2026

Größe Bedarf – Gemeinschaft	Richtwert Bruttokalt in Euro	Bruttokalt + 10% in Euro	Bruttokalt + 20% in Euro	Bruttokalt + 30% in Euro	Grenzwert Heizkosten Erdgas In Euro
1 Person	449,00 €	493,90 €	538,70 €	583,70 €	110,00 €
2 Personen	543,40 €	597,74 €	652,08 €	706,42 €	143,00 €
3 Personen	668,80 €	735,68 €	802,56 €	869,44 €	176,00 €
4 Personen	752,40 €	827,64 €	902,88 €	978,12 €	198,00 €
5 Personen	903,72 €	994,09 €	1084,46 €	1174,84 €	242,00 €
Jede weitere Person	106,32 €	116,95 €	127,58 €	138,22 €	26,00 €

XENION
Wohnraum
für Geflüchtete



Psychosoziale Hilfen für
politisch Verfolgte e.V.

Zuschlag +20% für Wohnungslose oder von
Wohnungslosigkeit bedrohte Menschen

Zuschlag +10% für Härtefälle (Alleinerziehende,
Schwangere, Kranke, Behinderte, Senioren, Ende
die Jugendhilfe,)

Diese Zuschläge zum Richtwert der Bruttokaltmiete
Können je nach persönlicher Situation addiert
werden.

Klimabonus und Zuschläge müssen im Einzelfall
beantragt werden.

Heizkosten sind noch dem jeweiligen Heizmedium
extra geregelt und können deutlich höher
ausfallen.

WBS – Wohnberechtigungsschein >> Housing eligibility certificate

- With a WBS, you can rent social housing.
- The rent is and remains affordable.
- The WBS is valid for 1 year.

You can apply for a WBS if:

- you are registered in Berlin,
- you have German citizenship or citizenship of a member state of the European Union (EU) or a residence permit that is valid for at least 1 year.
- you are at least 18 years old,
- you are staying in Berlin permanently (at least 11 months).

Apply for WBS:

<https://service.berlin.de/dienstleistung/120671/>



Application for cost coverage at the LAF, Social Welfare Office (Sozialamt), or Jobcenter:

- Obtain cost coverage with a personalized quote
- Sign the lease agreement with the cost coverage confirmation
- Submit an application for accommodation costs with the rental agreement (KdU Annex) and an application for the deposit to be covered.
- You must submit a separate application for the initial provision of furniture, a refrigerator, and a washing machine.



CHECKLIST FOR COST COVERAGE

WHAT DOCUMENTS DO YOU NEED FOR THE AUTHORITIES TO COVER THE COSTS?

Personal offer: All relevant information about the apartment is included

- Address of the apartment
- Start of lease
- Size of the apartment (room), number of rooms
- Is a WBS required?
- Net rent, operating costs (cold utilities)
- Heating costs
- Deposit
- Type of heating and size of the building
- Is the apartment in usable condition?
- Is there a stove and sink?
- Is the apartment (partially) furnished?

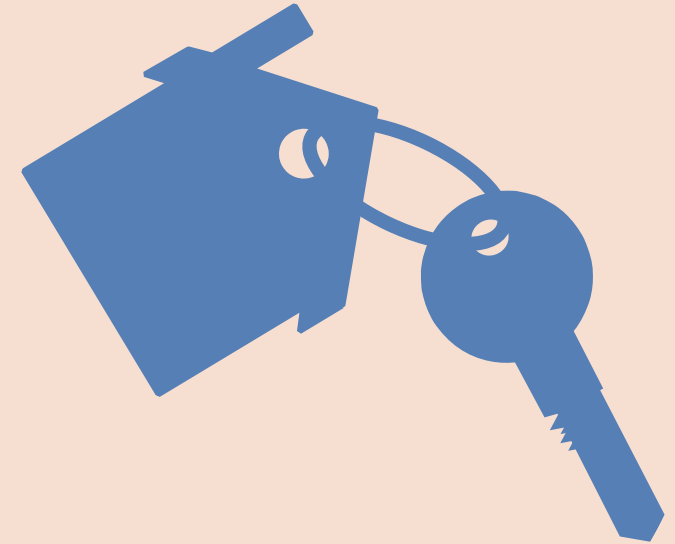


For private rentals: Proof of ownership (declaration or land registry extract)

In the case of subletting: permission to sublet from the landlord & main lease agreement

Rental agreement & apartment handover - What is included in the rental agreement?

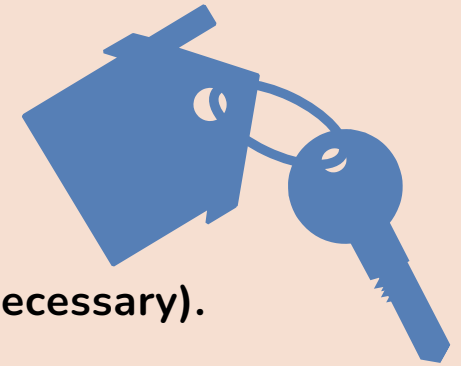
- All signatories to the contract, including their names
- Rent amount and security deposit
- All rented rooms (kitchen, bathroom, etc.)
- Start date of the tenancy and any fixed term
- Report detailing any defects, meter readings, etc.
- House rules
- Personal agreements between the landlord and tenants



Please note:

- Is there a fixed term in the rental agreement? Index-linked rent or rent increases? Clarify any modernization measures in advance.
 - > Do not pay any money without a receipt and consideration!
 - > Keep a written record of everything!
 - > Never sign contracts that you do not understand.

Rental agreement & apartment handover - Procedure



- Inspect the apartment with the landlord and you (accompanied if necessary).
- The current condition of the apartment is recorded in a report.
- Both parties sign the report.
- When you move out, the report is used to decide whether you will get your deposit back or whether there is new damage that you will have to pay for.
- The report will record any damage or defects that still need to be repaired by the landlord
- Bring someone with you who can communicate with the landlord
- Tenants' associations can help you if you are unsure about anything and will support you.

CHECKLIST FOR HANDING OVER THE APARTMENT



Condition of the apartment:

- Does the apartment need renovating?
- Are there any cosmetic repairs that need doing?
- Do the heating and electrical appliances work?
- Damage or defects: e.g., stains on carpets, broken tiles, damaged PVC or wooden floors.
- Do all windows close properly?
- What condition are the sinks, toilets, shower, bathtub, etc. in?
- Are there any signs of mold or water damage?
- Is the basement empty and the apartment swept clean/painted in neutral colors?

What's in the minutes?

- Date, name, and address of the landlord and tenant(s)
- Address of the apartment
- All damage, defects, and related agreements
- Note of meter numbers and readings (water meters, radiators, and electricity)
- Note on keys handed over (front door, apartment, mailbox)
- Promises of future plans
- Signatures of both parties

CHECKLIST - AFTER MOVING IN

Apply for initial furnishing of the apartment

- at the LAF, Sozialamt or Jobcenter.
- You have to submit a separate application. Make a list of the furniture you need.

Find affordable furniture:

- Charity shops
- Flea markets
- Facebook groups such as “Free your stuff Berlin” and “Donate furniture for refugees”

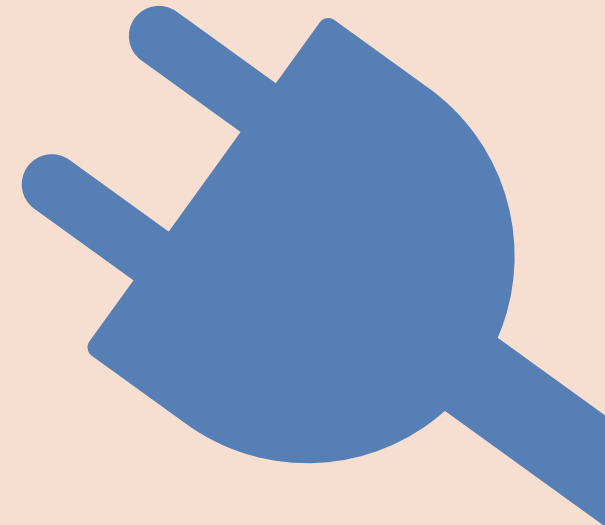
Conclude contracts:

- Electricity
- Internet
- Gas for cooking
- Insurance such as home contents or liability insurance

>> You pay for these contracts yourself. <<<

Registrations:

- Registering at the local government office >> “Anmeldung”
- Notifying places such as the Federal Office for Migration and Refugees (BAMF), the State Office for Migration and Refugees (LEA), your bank, health insurance provider, school, etc. of your new address.
- Fill out and submit the form for exemption from broadcasting fees!



GLOSSARY (explanations of terms)



- **BEFRISTUNG:** Fixed term, must be justified in the rental agreement.
- **KAUTION:** Deposit, security for the rental in case of damage and rent arrears.
= Maximum of three times the net rent excluding utilities.
- **KALTMIETE** is the pure rental price for the use of an apartment, excluding ancillary costs.
- **WARMMIETE** = net cold rent + cold ancillary costs, excluding heating and hot water costs:
total rental price to be paid by the tenant.
- **PROVISION:** Broker commission, another person acts as an intermediary for the rental of the apartment.
- The “purchaser principle” applies. Usually has to be paid by the rental company.
>> Beware of scams!!!
- **ABSTANDSZAHLUNGEN:** distance payments, for furniture or furnishings in the apartment that are taken over by the previous tenants.
- **WOHNBERECHTIGUNGSSCHEIN (WBS):** Social housing at an affordable rent, reserved for people on low incomes or receiving transfer payments (Jobcenter, LAF, social welfare office).
= mit besonderem Wohnbedarf: with special housing needs, for example, in cases of homelessness and having already taken up residence in Berlin for one year, or other cases of hardship.



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