



Welcome to Wohnungsbaugenossenschaft eG in Wittstock!

We look forward to greeting you as a new tenant in our association. This letter provides information on living in one of our properties.

Tenancy agreement


- Only the individuals listed in the tenancy agreement/tenancy confirmation (Wohnungsgeberbescheinigung) are permitted to move in.
- Friends, colleagues and relatives first need to ask the landlord for permission to move in. Moving in without permission will not be tolerated!
- The tenancy agreement can only be cancelled in writing.
- You are required to provide us with three months' notice prior to moving out.
- Your rent consists of two parts:
 1. The base rate, i.e. the fixed amount paid to the landlord.
 2. Operating expenses (heating, water and waste collection): These costs vary based on your consumption. The more you use (showering lots, taking plenty of baths or keeping rooms at a high temperature), the more you need to pay.
- Please get in touch with us if you are experiencing any difficulties with paying your rent.

Neighbours

- No noise is to be made between the hours of 10:00 p.m. and 6:00 a.m. If you are watching TV or listening to music, make sure to keep the volume down. If you have friends over, please keep the noise to a level that cannot be heard by your neighbours (low volume).
- Noise must also be avoided between the hours of 1:00 p.m. and 3:00 p.m.
- Laundry can be washed between 6:00 a.m. and 8:00 p.m.
- Please be quiet when using the stairs. Take care not to make too much noise when closing your windows and doors.

Waste

We separate our waste!

- Paper: Newspapers, cardboard boxes, paper all go into the blue paper bin
Waste collection is free of charge for paper
- Lightweight packaging: Packaging containing this symbol  e.g. yoghurt tubs, Tetra Pak packaging, plastic bottles goes into the yellow Green Dot bin (Grüner Punkt)
Waste collection is free of charge for paper
- Household waste: Food scraps, clothing, other waste all go into the black residual waste bin (Restmüll)
Household waste collection is not a free service
- Bulky waste: Cabinets, armchairs, sofas, etc.
Please organise an appointment with the AWU if you need to get rid of bulky items. Keep in mind that it can take roughly 4-6 weeks until your appointment after sending a request. Do not place your waste onto the street before your appointment!
- Glass: Bottles, glasses, green glass, brown glass, clear glass
Glass is disposed of at dedicated glass containers. Glass is separated according to its colour. The containers clearly mark where each colour needs to be disposed.

You will find the bins near your apartment. If the bins are locked up, you can open them using the main building key. If the key doesn't open the door, you aren't at the correct bins.



Failure to properly separate rubbish will result in a fee being charged for bin collection, which is otherwise free. You will then be required to pay this fee.

Please separate your rubbish! It helps to protect the environment and saves you money.

Parking

You can generally park in the designated areas in front of your building. Do not park on the lawn!

Parking is not permitted on Wednesdays between 8:00 a.m. and 11:00 a.m. at Bohnekampsiedlung.

Parking is not permitted on Tuesdays between 8:00 a.m. and 11:00 a.m. at Waldrandsiedlung.

Repairs

Give us a call or pay us a visit in the office if something needs to be repaired.

Properly heating and airing your apartment

Make sure to adequately heat your apartment (room temperature of 20°C) and regularly air your apartment (3-7 times each day) to prevent mould from forming.

Properly airing your apartment: Fully open the window for 5 minutes at most. Ideally, open windows facing each other to ensure good cross ventilation. If you find condensation on the window panes inside, air your apartment more regularly.

Do not dry laundry in your apartment! If you do dry laundry in your apartment, make sure to adequately heat and air the rooms!

Contact

Office hours

Tuesday: 9:00 a.m.-12:00 p.m. and 1:00 p.m.-5:00 p.m.

Thursday: 1:00 p.m.-3:30 p.m.

Phone number

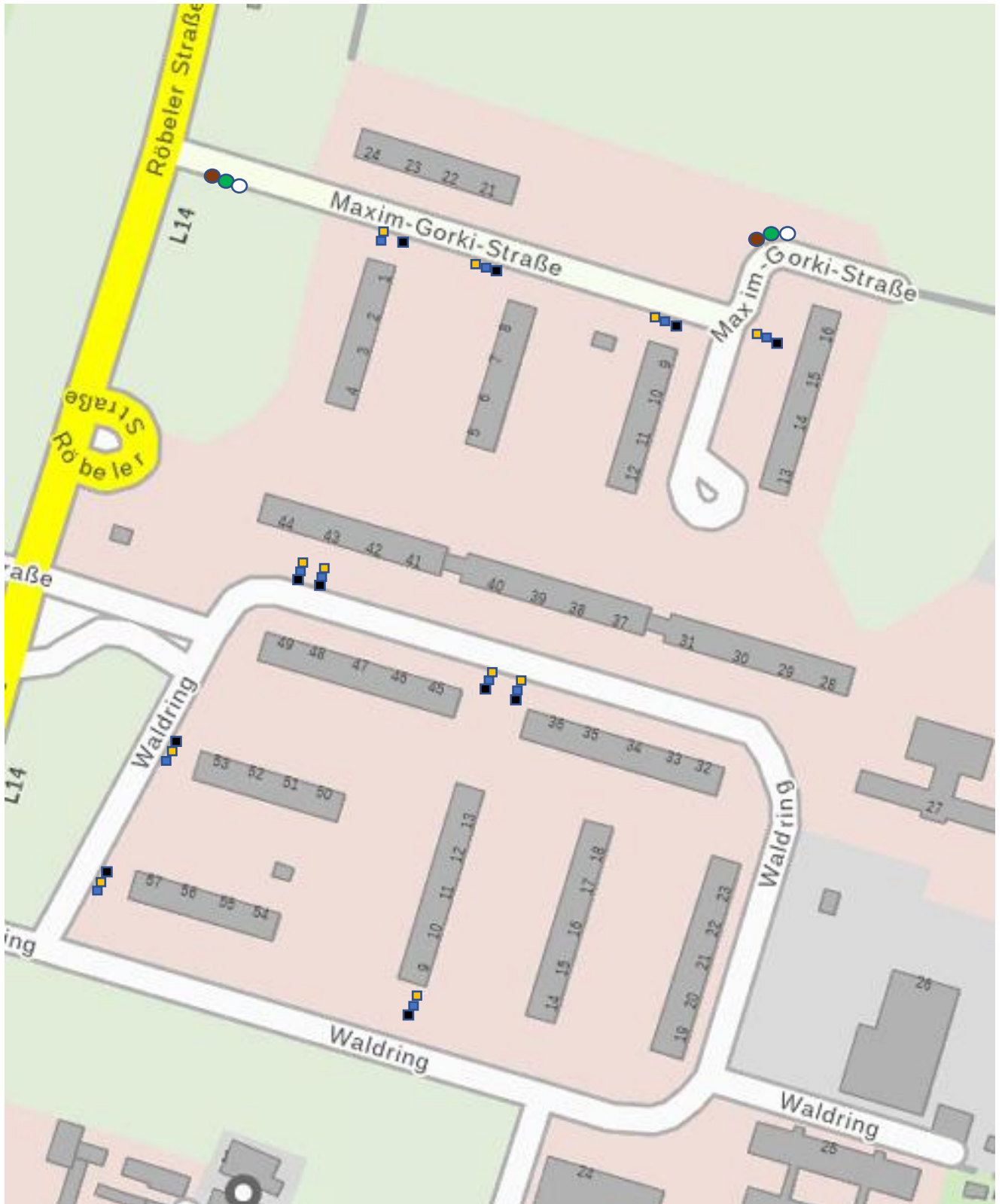
03394/4630

Email address

wbg@wbg-wittstock.de



Waldrandsiedlung



Bin area ■ ■ ■

Glass container ○ ● ●

