

Living in Potsdam

Registering

If you plan to stay for longer than 3 months, you have to register with the Bürgerservice der Landeshauptstadt Potsdam.

Friedrich-Ebert-Str. 79/81

phone: 0331/289 0 or 0331/289 11 11, fax: 0331/289 11 55

e-mail: Buergerservice@rathaus.potsdam.de

Opening hours:

Monday: 10.00 – 18.00

Tuesday to Thursday: 8.00 – 18.00

Friday: 8.00 – 14.00

Saturday: 8.00 – 12.00

The **Ausländerbehörde** (Foreign Citizen Service) is situated in the **Stadthaus** (Town Hall), Friedrich-Ebert-Str. 79/81, room 142 -147.

Opening hours:

Tuesday: 9:00 – 18:00

Thursday: 9:00 – 12:00 and 13:00 – 16:00

Friday: 9:00 – 12:00

We will be happy to accompany you on visits to the authorities.

POTSDAM-INFORMATION in the city centre of Potsdam

Informations about cultural events in Potsdam can be found at www.potsdam.de

SPORT

The university sports centre offers a variety of sports activities for staff and students. Details can be found at www.unipotsdam.de. Further informations from Frau Lorenz, Universitätskomplex I/Am Neuen Palais 10, Haus 5, Zimmer 0.06, phone.: 0331/977 12 61, e-mail: lorenzu@rz.uni-potsdam.de

TRANSPORT

The best connection between the main station (Potsdam Hauptbahnhof) and the IBZ is by tram line 92, tramstop Campus Fachhochschule, daily every 20 minutes, from 3.48 a.m.

From the city centre goes also the tram line 95 from Babelsberg-Platz der Einheit-Bornstedt-Viereckremise, tramstop Campus Fachhochschule. For the weekend goes also the tram line 90, every 20 minutes, from 9.54 a.m.

The bus lines 692 and 695 connect the IBZ with the city centre. The bus stops are situated at Voltaireweg or Pappelallee close to the Dorint Hotel. On these buses you can also get to the university campuses and to the Fachhochschule campus at Friedrich-Ebert-Straße.

Further informations concerning public transport in Potsdam can be found at www.stadtwerke-potsdam.de or www.vbb-online.de or offices: Stadtwerke Kundenzentrum, Hauptbahnhof, Vorplatz Süd, Wilhelmgalerie, Platz der Einheit

Taxi stands can be found at the stations and at Bassinplatz. To call a taxi dial 0331/70 70 70 or

0331/29 29 29.

SHOPS

The IBZ is not far away from the city centre. It is very convenient to get to the supermarket 'Kaufland' at the main station by tram. At terminus (tram line 92) "Viereckremise" is situated the supermarket ALDI.

A large number of shops, banks, pharmacies and restaurants are situated in the pedestrian precinct of Brandenburger Straße, about 800 m along Jägerallee from the IBZ. Small food shops are located on the side streets off Brandenburger Straße. If you go the Pappelallee right west-bound, you will find in the Potsdamer Straße ALDI, NORMA and LIDL and a variety of shops in Bornstedt-Carree. A petrol station is also at Potsdamer Straße.

The main post office is situated at 'Platz der Einheit' in the city centre.

FOR FAMILIES WITH CHILDREN

Information about nurseries from the youth welfare department (Jugendamt) of the city authorities at Friedrich-Ebert-Straße 79/80, informations about schools from the education authority

Opening hours:

Tuesday 9.00 - 18.00

Thursday 9.00 - 12.00 and 13.00 - 16.00

MEDICAL CARE

Hospital "Ernst von Bergmann", Charlottenstraße 72, 14467 Potsdam.

phone: 0331/241 - 0

Rescue centre: 0331/241 - 50 51

Health Centre Potsdam, Hebbelstraße 1 A, 14467 Potsdam

phone: 0331/23 28 - 0

Your support person at the IBZ is Ms Schulze-Gahlbeck:

office hours: Monday to Friday 8.00 - 15.00 and by appointment

phone (office): 2750

phone (private): 0331/270 407 6 or 0163/5802750

Residential Lease

Lease Agreement entered into between
the Begegnungszentrum der Wissenschaften Potsdam (IBZ)/Fachhochschule Potsdam
represented by the bursar, (Landlord)

and

(Tenant) It is therefore agreed:

§ 1

1. The Landlord shall lease to the Tenant the premises located at Jacob-von-Gundling-Straße 6, apartment No
The apartment is fully furnished and centrally heated.
2. The apartment has room(s), kitchen, bath, box room in the cellar.

§ 2

1. The term of this lease commences on and terminates on
2. The lease term can be extended with the Landlord's prior written consent.

§ 3

1. The Tenant shall pay to the Landlord a monthly sum of Rental payments shall be paid on the third working day of the month.
2. The rent is calculated on cost price. The rent includes utilities and services.
3. For the final cleaning will be charged separate costs.
4. The rent includes the use of the communal services.
5. The Tenant agrees to an increase of rental payments if utilities and services for the premises rise (cf. § 3 phrase 2).
The Landlord shall have an option to renew the rent by the end of the quarter. The Landlord's option to renew the rent must be exercised in writing and must be received by the Tenant no less than 6 weeks before the end of the quarter.

§ 4

The Tenant shall pay in arrangement with the Landlord a security deposit of a month's rent when the lease is effective.

§ 5

Elements of the lease are:

- a) general terms of this lease
- b) house rules
- c) inventory signed by each party

§ 6

1. The Tenant shall not assign or sublet the leased premises or allow any other person - except family members - to occupy said premises.
2. The Tenant shall comply with all codes for the use of said premises.

§ 7

1. The Tenant is responsible for the cleaning the apartment (once monthly the IBZ takes the cleaning). A cleaning stuff can take on the regular cleaning (for a fee)
Communal washing (for a fee) and drying facilities may be used.
2. The Tenant has to pay separate the phone bill in cash at the office.
3. No additional lease terms have been agreed upon. This lease may be amended or modified only by an agreement in writing signed by each party. This lease shall be interpreted under the valid laws.
4. The parties sign two identical copies of this lease certifying the reception of the general terms of lease and the house rules as part of this lease.

Potsdam,

Landlord

Tenant

Additional Regulations

General Regulations as of 1st January 2005

§ 1

Object of Lease Agreement

1. The Landlord and Tenant agree to lease the premises at the Guesthouse Jakob-von-Gundling-Str. 6, 14469 Potsdam. The centrally heated apartment is fully furnished.
2. Each apartment has telephone, TV and radio as well as PC connections.
3. The inventory is part of the lease agreement.
Communal washing and drying facilities may be used for a fee. Special regulations and the house rule should be observed.
4. The Tenant gets a key to all doors including entrance door to the building and the apartment as well as the cellar. In addition, the Tenant receives a key to the mailbox and a lock for the box room.
5. The Tenant may park the car on the campus of the Fachhochschule, provided there is room. The Landlord is not liable for damage to the car.

§ 2

Duration and Termination of Lease

1. The term of this lease shall be for the duration of the Tenant's academic engagement; at most for two years.
2. The lease term can be extended with the Landlord's written consent.
3. Notice may be given by the third working day of the month, at the latest, for the end of the month after next.

§ 3

Rent, Utilities and Services

1. The rent is calculated on cost price. The rent includes the following utilities and services:
 - (1) Heat and hot water
 - (2) electricity
 - (3) water
 - (4) lighting
 - (5) window cleaning
 - (6) cleaning
 - (7) telephone, radio and TV connection
 - (8) administrative expenses
2. The Tenant has to pay the costs for the final cleaning according to the size of the apartment and the duration of his stay. The list of charges is part of the Lease Agreement.
3. The rent includes the use of communal facilities.

4. The Tenant must pay the monthly telephone bills (0.06 € per unit, according of the charges from Deutsche Telecom AG). Provider and calling cards can't be used.

5. The Tenant must pay the rent to the account

Landeshauptkasse Potsdam: Konto Nr. 1600 1500
bei der Bundesbank, Filiale Potsdam, Bankleitzahl: 160 00 000
Verwendungszweck: special indication (given from the book-keeper)

§ 4

Security deposit

1. The Tenant shall pay the Landlord a security deposit of a month's rent payable when the lease is effective.
2. The security may be used
 - a) to pay damages,
 - b) to pay other amounts owed by the Tenant.
3. The security deposit or parts of the sum shall be returned to the tenant when the lease is ended. Charges under § 6 are deducted. The rest of the sum shall be transferred to the Tenant's account. If the Tenant fails to inform the Landlord about his new address and his account to transfer the rest of the security deposit to, the Landlord can keep this amount after 6 months.

§ 5

Use of Premise

1. The Tenant shall use the premises let only for himself and his family members. He is not allowed to sublet the leased premises.
2. The Tenant shall comply with all rules and regulations in the interest of all tenants.
3. The Tenant must keep the apartment, the furniture and the communal facilities in good order and repair.
4. Particular regulations apply to the use of the seminar rooms in the IBZ.

§ 6

Liability and Care of Tenant

1. The Tenant must give the Landlord immediate notice in case of any damage to the premises.
The Tenant is liable for any damage arising from any act of the Tenant, the Tenant's family, guests and invitees. The Tenant is liable for any damage due to negligence in connection with water, electricity or sanitary installations; also if the damage was caused by windows left open, inadequate airing, cleaning or heating of the rooms.
2. Any foreseeable dangers should be immediately notified to the Landlord to avoid damages.
3. The Tenant must keep all appliances, equipment, furniture and furnishings in good order and repair. The Tenant is not responsible for ordinary wear and tear.

4. The Tenant shall be responsible for the loss of or damage to property e. g. furniture, dishes, cutlery or linen. Lost keys are replaced at the expense of the Tenant.
5. The Tenant shall take care of repairs without delay.
6. The Landlord is not liable for the personal property of the Tenant. The Tenant must not add any furniture to the premises without the Landlord's consent.

§ 7
Entry by Landlord

The Landlord or its agents may enter the premises in case of damage or danger and, with prior notice, to show it to possible tenants. The premises must be accessible to make necessary repairs and to be cleaned during the week between 8.00 and 17.00 hours.

§ 8
Compliance with House Rules

The Tenant complies with the house rules. In case of violation and upon failure to discontinue such violation this lease shall become null and void. The Tenant must cover all costs resulting from the violation of the house rules.

§ 9
Expiration of Lease

At the end of the term the Tenant must return the premises and all furniture, appliances, keys etc. clean and in good order. The Tenant must pay any damages for premises and equipment (§1).

§ 10
Additional Terms

1. The Tenant agrees to support the idea of the association to further the academic and cultural exchange between international and German scientists in Potsdam.
The tenant is prepared to give a talk on his/her academic activities or his/her home country.
2. No further terms have been agreed upon. Any amendments or modifications must be made in writing. Otherwise respective legal requirements are valid.
3. The parties sign two identical copies of the lease certifying the reception of the general terms of lease and the house rules.

Appendix
House Rules

House Rules

Internationales Begegnungszentrum der Wissenschaften Potsdam (IBZ Potsdam)

Adresse: Jakob-von-Gundling-Str. 6, 14469 Potsdam

phone: 0331/580 27 50

fax: 0331/580 2759

e-mail: ibz@fh-potsdam.de

The IBZ Potsdam was constructed for research fellows, visiting scientists and professors. A relationship of mutual trust among the residents is indispensable for a good neighbourhood.

Residents are expected to maintain a positive relationship with each other.

Tenants must keep equipment and furniture in good order and repair.

The following rules and regulations, which have been established in the interest of both Tenants and Landlord, should be observed by the tenants:

A. Communal Facilities

1.

A laundrette containing 2 washing machines and 1 tumble dryer are provided. For the washing machines are necessary (per every stage of the washing programme) two 50-cent coins. The use of the tumble dryer is free. Written instructions about the care and use of the appliances should be obeyed. The laundrette and the washing machine must be cleaned after use. The room may be used between 7.00 and 21.00 hours.

An iron is available at the office.

It isn't allowed to dry the washing on the heater or to hang up on the windows. For that is provided the tumble dryer.

2.

The cellar contains a box room, which should be locked, for each tenant. A separate room for bicycles is provided.

3.

The Landlord cannot accept liability for damage to parked vehicles, theft or burglary.

4.

Communal rooms should be locked.

The main entrance door should be locked after 22.00 hrs.

The key to the apartment also fits the locks of the doors to the cellar, the main entrance and the reading room.

In the interest of your own safety you should inform the IBZ administration about the loss of a key. The key is replaced at the expense of the Tenant.

B. Care of Premises

1.

Cleaning kits - but no detergents - have been provided for each apartment. Make sure to buy environmentally friendly detergents.

2.

Residents are expected to clean their apartments and also the windows. For cleaning staff consult please ask the support person of the IBZ.

3. Communal rooms, corridors and staircases are maintained by cleaning staff.
4. Tenants are not allowed to hammer nails or hooks into walls, doors or furniture. Consult to the janitor for help.

C. Safety Regulations

1. No smoking in the common areas.
2. Highly inflammable materials must not be stored in the apartment or in the cellar.
3. Inform the administration of the IBZ in case of an absence of more than 3 days. Electrical appliances, TV and radio should be switched off before leaving.
4. The cellar must not be entered with open fire.
5. Loud noise should be avoided in the building and its close surroundings from 13.00 to 15.00 hours and from 22.00 to 7.00 hours. Noisy activities should be done at other times. Radio and TV should be kept at low volume. Neighbours and the IBZ administration should be informed about loud gatherings and parties. No noise disturbance is allowed on Sundays and holidays.
6. Pets are not allowed on the premises.
7. The tenant shall keep the grounds neat.
8. Rubbish bins are emptied once a week.
Blue rubbish bins for paper and cardboard, black bins for all everything else.
Further bins for different rubbish are to be found in public places.
Yellow bins for plastic packaging and tins.
There are separate bottle banks in the same places.
Please take care that your children use the right bin!
9. The Tenant should give security service immediate notice in case of imminent danger.
10. In case of absence or imminent storm windows and doors should be closed.

Maintenance Regulations

1. At the expense of the Landlord the following is maintained:

- (1) the external of the building, the roofing, the sewerage system, the mains and the grounds
- (2) repairs of communal equipment as long as the damage does not arise from any act or neglect of the Tenant.

At the expense of the Tenant the following is maintained:

- (1) damages to the equipment, furniture, furnishings or the apartment itself
- (2) any extra decoration and restoration, damaged doors, lost or damaged keys, frost or water damage if these damages arise from any act or neglect of the Tenant

2.

The administration of the IBZ has a key to all locks. The keys are used only in cases of emergency i. e. fire and for the cleaning staff once in the month. The administration will inform the tenant about repairs etc. If a tenant strictly opposes the Landlord's right to enter the premises, the tenant should inform the IBZ administration.

D. General Remarks

1.

In case of violation of the house rules by the Tenant the lease may become null and void at the option of the Landlord.

2.

For emergencies call the security service

phone: 2121

Other important telephone numbers:

Police - 99 - 110

Fire brigade and rescue service - 99 - 112

The Tenant should give the Landlord immediate notice in case of damage even if it is outside the apartment.

3.

A loss of key should be reported to the IBZ administration immediately.

4.

When the lease terminates, the premises must be clean and free from trash, including the box room in the cellar.

An inspection date is agreed upon about two weeks prior to the expiration of the lease. The Tenant's presence is required because the telephone bills must be finally settled and the return of the security must be prepared.

5.

Electricity 220 V

Telephone - Charges are billed monthly.

Radio and TV

Each apartment is connected to an aerial. Licence has been paid.

Data network and a access to the Internet.

Excerpt of using order concerning the information-technical equipment of Fachhochschule Potsdam.

The IV-resources are at disposal of the members of the Fachhochschule Potsdam to accomplish their tasks in research, apprenticeship, training, further training, public relation work and outward-presentation of the universities as well as for other described in the University Act of Brandenburg.

We wish you a pleasant stay.