

## Application form for students

Please note that information marked with an \* will be forwarded to your future housing sponsor. There is also voluntary information in the document. These are marked accordingly in a coloured background and help us to take your needs into account even better. This information will also be forwarded to your future mentor if you provide it.

### General information

Last name*:	
First name*:	
Gender*:	<input type="checkbox"/> female <input type="checkbox"/> male <input type="checkbox"/> diverse
Postal code / Place of Residence / Country:	
Date of Birth*:	
Nationality*:	
Native languages:	
German Language Skills*:	<input type="checkbox"/> I don't have any skills in German. <input type="checkbox"/> I can understand and use basic sentences. <input type="checkbox"/> I can communicate in German in everyday situations. <input type="checkbox"/> I can hold complex conversations and understand demanding texts. <input type="checkbox"/> I speak and understand German almost like a native speaker. <input type="checkbox"/> I am a native speaker.
Foreign language skills*:	

Do you want to move in alone?*	<input type="checkbox"/> yes <input type="checkbox"/> with child(ren) (number, age) <hr/> <input type="checkbox"/> with a partner (age) <hr/>
E-mail-address:	
Telephone number:	

### Information on study

University / Institution:
Matriculation number:
Field of study*:
Semester*:
Expected end of the study programme:

**Please enclose a current certificate of enrolment..**

### Wishes for the provision of living space

Which type of project would you be interested in?\*

- Housing in exchange for rent.
- Housing in exchange for support and rent.
- Housing in exchange for support.
- No matter

Desired move-in date*:	
Gender housing provider:	<input type="checkbox"/> female <input type="checkbox"/> male <input type="checkbox"/> diverse <input type="checkbox"/> no matter
Living situation housing provider:	<input type="checkbox"/> no matter <input type="checkbox"/> single <input type="checkbox"/> single parent with child <input type="checkbox"/> family <input type="checkbox"/> married couple
How big should the room be?:  min. _____ m <sup>2</sup>	
Wishes regarding living space furnishing? (e.g. furnished, partly furnished, no wishes)	
What furniture would you like to bring?*	
The following must be provided*:	<input type="checkbox"/> separate cooking possibility <input type="checkbox"/> own bathroom

	<input type="checkbox"/> separate toilette <input type="checkbox"/> your own TV/radio connection <input type="checkbox"/> no matter
You would like to share the use of the following rooms and facilities*:	<input type="checkbox"/> Living room <input type="checkbox"/> Dining room <input type="checkbox"/> Kitchen <input type="checkbox"/> Bathroom <input type="checkbox"/> Balcony <input type="checkbox"/> Terrace <input type="checkbox"/> Garden <input type="checkbox"/> Basement <input type="checkbox"/> Attic <input type="checkbox"/> Washing machine <input type="checkbox"/> Dryer <input type="checkbox"/> Dish washer <input type="checkbox"/> Refrigerator <input type="checkbox"/> Internet connection <input type="checkbox"/> TV <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Bicycle parking space?	<input type="checkbox"/> desired <input type="checkbox"/> if possible <input type="checkbox"/> no
Car parking spcae?	<input type="checkbox"/> desired <input type="checkbox"/> if possible <input type="checkbox"/> no

Do visitors wish to stay overnight?*	<input type="checkbox"/> yes <input type="checkbox"/> no
I want to smoke*:	<input type="checkbox"/> in the garden <input type="checkbox"/> on the balcony <input type="checkbox"/> in my room <input type="checkbox"/> not at all
Additional wishes*:	

### Information on the tenant

Are pets okay for you?*	<input type="checkbox"/> yes, the following: <hr/> <hr/> <input type="checkbox"/> no
Do you have pets that you would like to bring?*	<input type="checkbox"/> yes, the following: <hr/> <hr/> <input type="checkbox"/> no
How much additional costs or how much rent per month can you pay?:	
Do you regularly go home at the weekend?:	<input type="checkbox"/> yes, this frequently <hr/>

	<hr/> <input type="checkbox"/> no
Do you leave for the semester break?:	<input type="checkbox"/> yes, for this amount of time: <hr/> <hr/> <input type="checkbox"/> no
Do you have a drivers license?*	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you have a car?*	<input type="checkbox"/> yes <input type="checkbox"/> no
<p>What hobbies do you have?*</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I am interested in gardening and plant care.</li> <li><input type="checkbox"/> I like cooking and baking.</li> <li><input type="checkbox"/> I like to do handicrafts and repairs.</li> <li><input type="checkbox"/> I am interested in art, museums, theatre, etc.</li> <li><input type="checkbox"/> I like listening to music or playing an instrument.</li> <li><input type="checkbox"/> I like reading books or magazines.</li> <li><input type="checkbox"/> I like doing sport or watching sporting events.</li> <li><input type="checkbox"/> I like to play board games.</li> <li><input type="checkbox"/> I like being in nature and going hiking.</li> <li><input type="checkbox"/> I like taking photos.</li> <li><input type="checkbox"/> I am interested in caring for pets.</li> <li><input type="checkbox"/> I am interested in technology and computers.</li> <li><input type="checkbox"/> I like to do voluntary work.</li> <li><input type="checkbox"/> I like going to the cinema or watching films.</li> <li><input type="checkbox"/> I am interested in education and lifelong learning.</li> <li><input type="checkbox"/> I like cooking dishes from different cultures.</li> <li><input type="checkbox"/> I like learning new languages or am interested in language courses.</li> <li><input type="checkbox"/> I like knitting or sewing.</li> <li><input type="checkbox"/> _____</li> </ul>	

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This is important for me\*

- It is important to me to **regularly do activities together** with my flatmates.
- It is important to me that there are **clear rules** for **visiting friends and family**.
- It's important to me **to cook and eat together regularly**.
- It is important to me that **smoking and alcohol are regulated**.
- It is important to me that **the handling of pets** is clearly **regulated**.
- It is important to me that **cultural differences are respected and valued**.
- It is important to me that we live in an **environmentally conscious way**, e.g. separating waste, saving energy.
- It is important to me that **eating habits and nutritional needs are respected**.
- \_\_\_\_\_
- \_\_\_\_\_

I don't like this at all\*:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Information on support services\*

- |   |
|---|
| <input type="checkbox"/> Housework (e.g. cleaning, vacuuming, washing up, ironing, etc.)                                  |
| <input type="checkbox"/> House maintenance (e.g. sweeping the street, putting out rubbish bins, winter maintenance, etc.) |
| <input type="checkbox"/> Gardening (e.g. mowing the lawn, watering flowers, weeding)                                      |
| <input type="checkbox"/> Accompaniment outside the home (e.g. doctor's appointments, events, walks)                       |

<input type="checkbox"/> Shopping (e.g. groceries, household items)
<input type="checkbox"/> Driving services (e.g. to school, events)
<input type="checkbox"/> Paperwork (e.g. forms, PC help, etc.)
<input type="checkbox"/> Caring for animals (e.g. feeding, walking, cleaning cages)
<input type="checkbox"/> Looking after the house in the absence of the person providing the accommodation (e.g. bringing in the post, watering plants, looking after pets)
<input type="checkbox"/> Minor repairs (e.g. changing light bulbs, sewing on a button, hanging a picture)
<input type="checkbox"/> Childcare (e.g. playing, supervising homework, dropping off and picking up children from school)
<input type="checkbox"/> Homework supervision/tutoring (e.g. maths, German, foreign languages)
This is what I offer:
<input type="checkbox"/> Technical help (e.g. setting up a computer, connecting a TV, solving WLAN problems)
<input type="checkbox"/> Socialising (e.g. having conversations, playing games, watching TV together)
<input type="checkbox"/> Cultural activities (e.g. language lessons, making music, art projects)
This is what I offer:

Do you have prior experience and skills that could be useful for this project? (e.g. training, community service, internships, au pair, etc.)\*.

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What is the maximum number of hours per week you would like to provide help?\*

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## Further Information

How did you become aware of 'RaumTeiler'?

- Through recommendations from friends or acquaintances.
- Through family members.
- Through information material or events at the university/college.
- Through counselling centres or social institutions.
- Through an internet search or a specific website.
- Through posts or adverts on social media.
- Through articles or adverts in a newspaper or magazine.
- Through posters or flyers in the city or in public places.
- At an event or fair.
- Through information in the community or church.
- Through reports or adverts on the radio or television.
- \_\_\_\_\_

- I give my consent to the processing of the additional data from the areas marked in colour. This consent is voluntary and can be revoked by me at any time.
- I have read and accept the [Guideline for the use of the RaumTeiler project of Studentenwerk Leipzig](#) to provide accommodation to students as well as the [data protection notice for the use of the housing contact mediation via the project RaumTeiler](#).

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Place, Date

Signature

## Contact details project coordination

<b>Contact</b> Celina Bohmann  Studentenwerk Leipzig, Department Social Services  Tel.: +49 1761 9659 639  E-Mail: raumteiler@studentenwerk- leipzig.de	<b>Consultation hours</b>  <b>by telephone:</b> Tuesday: 10:00 a.m. – 12:00 p.m. and Wednesday: 2:00 p.m. – 4:00 p.m.  <b>on site:</b> Tuesday: 1:00 p.m. – 3:00 p.m.  Center for Social Services (CSS)  Gutenbergplatz 4  04103 Leipzig
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## Appendix

- Guideline
- Data protection notice

# Guideline for the use of the RaumTeiler project of Studentenwerk Leipzig to provide accommodation for students

## Preamble

As part of the RaumTeiler project, Studentenwerk Leipzig arranges contacts between students and private individuals who offer accommodation for students in return for household support services or a favourable rent. This guideline regulates the framework conditions and procedures for housing contact mediation. The aim of the project is to promote housing agreements between students and private housing providers. Students need affordable housing in order to be able to study. For this reason, Studentenwerk Leipzig supports students with the RaumTeiler project as part of its legal mandate to provide social and economic support and assistance to students in Leipzig.

## General

- 1.1 The mediation of contacts between students and private individuals who offer living space for students within the framework of the RaumTeiler project in return for household support services or a favourable rent is an offer of Studentenwerk Leipzig - Anstalt des öffentlichen Rechts - hereinafter referred to as 'Studentenwerk'.
- 1.2 The activity of housing contact mediation in the RaumTeiler project of the Studentenwerk is limited to the mediation of housing offers in private households to students of the universities assigned to it by law or agreement. It therefore does not broker commercial housing offers on the free housing market.
- 1.3 The housing contact mediation is free of charge for students and housing providers and is limited to the processing of registrations and the housing contact mediation of housing agreements. The Studentenwerk is not a contracting party and does not provide legal advice. The use of the accommodation contact service in the RaumTeiler project does not entitle students or accommodation providers to a successful placement.
- 1.4 The Studentenwerk only has an intermediary function. Housing agreement contracts are concluded exclusively between the students placed as housing recipients and the housing providers. These two parties are subsequently responsible for the mutual fulfilment of their obligations. The Studentenwerk assumes no liability for the execution or fulfilment of the contract.
- 1.5 The Studentenwerk is not liable for any breaches of duty on the part of the student tenant or landlord. No claims against Studentenwerk Leipzig can be derived from these guidelines. Decisions made on the basis of this guideline are not subject to appeal. With the exception of liability for breach of material contractual obligations, death, physical injury or damage to health, the liability of Studentenwerk Leipzig and its vicarious agents is limited to intent and gross negligence.

## 2. Requirements for using the housing contact mediation in the RaumTeiler project

### 2.1 For students

- 2.1.1 In principle, enrolled students who are required to pay fees at a university affiliated with the Studentenwerk can use the services of the RaumTeiler project.
- 2.1.2 In principle, couples (i.e. partners or spouses) or parents with child(ren) can also apply. The basic requirement is that at least one person is authorised to apply in accordance with 2.1.1.
- 2.1.3 The valid certificate of enrolment, which must be submitted to the project coordinator for each semester, serves as proof. For the winter semester, proof must be provided by 30 September at the latest and for the summer semester by 31 March of each year at the latest. No placement can be made without this proof.
- 2.1.4 All students who wish to use the RaumTeiler project's accommodation contact service must submit the following documents and be available for at least one personal interview with the project coordinator:
- ✓ current student ID
  - ✓ current certificate of enrolment
  - ✓ valid identification document - identity card or passport (official photo ID)
  - ✓ valid residence permit (if required)
  - ✓ fully completed registration form for students
- A profile will then be created.
- 2.1.5 Any changes to personal details, e.g. address, contact details, must be reported to the project coordinator. Even if accommodation has been found elsewhere or there is no longer any interest, an active cancellation must be made.
- 2.1.6 De-registration must be reported immediately. This means that the student may no longer use the services of the RaumTeiler project. The profile will then be deleted by the Studentenwerk. Existing housing sponsorships can be continued; in the event of de-registration, the Studentenwerk will no longer provide housing contacts.

### 2.2 For housing providers

- 2.2.1 In principle, any private individual who is in possession of a free room or accommodation unit in their own house or flat can acquire the status of accommodation provider. In the case of private individuals who live in rented accommodation themselves, a rental licence must be obtained - the Studentenwerk is

entitled to inspect this on request. The room or living space must be at least 9 m<sup>2</sup> in size (excluding bathroom and kitchen/kitchenette) and lockable.

2.2.2 All those providing accommodation must complete the registration form for those providing accommodation in full, setting out their ideas, wishes and support requirements. They must also be willing to meet with the project coordinator in person and visit the premises by prior arrangement. This is the only way to ensure a customised placement.

2.2.3 Persons who:

- a) offer a property with significant structural or hygienic defects.
- b) offer a gross rent (including ancillary costs) that exceeds the maximum rent of a comparable accommodation unit in Studentenwerk Leipzig's residential complexes by more than 10%.
- c) demand assistance that generally exceeds 10 hours per week (48 hours per month).
- d) are unable to provide authorisation to sublet rented accommodation.
- e) are unable to offer self-contained accommodation.

2.2.4 The project coordinator must be informed of any changes to the details of the accommodation offered (e.g. address, change of contact person or contact details). Even if you no longer wish to provide accommodation, you must actively deregister.

### 3. Housing contact mediation of housing agreements

3.1 The housing contact mediation of housing partnerships is based on a profile-orientated and continuous matching principle. For this purpose, personal data and relevant information on desired support services are collected and stored in advance in the form of registration forms for housing providers and students.

3.2 The Studentenwerk looks for as many matches as possible between housing providers and students seeking accommodation in order to find the best possible match. If there is a match, both parties are informed of potential matches. If there is mutual interest, a meeting is arranged with the project coordinator.

3.3 Only the student and the housing provider decide whether a housing sponsorship will materialise.

3.4 If no other agreement has been made, a housing offer will be kept in the mediation process until a housing partnership comes about or there is no longer any interest in this service from the Studentenwerk.

3.5 The content of the housing partnership will be regulated in a housing partnership contract after successful placement. The content of the contract is the sole responsibility of the

housing partners and must take into account the principles mentioned under 4 point 2. The housing partnership contract must be in the mutual interest.

3.6 The contractual partners are the student (tenant) and the housing provider (landlord). Studentenwerk Leipzig is not a contractual partner.

3.7 If the housing partnership is suspended or terminated, Studentenwerk Leipzig must be informed.

3.8 Both the tenant and the landlord can make use of RaumTeiler's further or new placement services if they are interested.

## **4. Exclusion from the use of the housing contact mediation in the RaumTeiler project**

### **4.1 For students**

4.1.1 The Studentenwerk is entitled to exclude students from the housing contact mediation,

- if they violate this guideline
- if they forward contact data of the housing providers
- if they have significantly violated obligations under the housing partnership agreement and the housing provider has justified and demonstrably complained about this to the Studentenwerk
- if after the placement there has been repeatedly no contact with the housing provider
- if there are other important reasons

### **4.2 For housing provider**

4.2.1 The Studentenwerk is entitled to exclude housing providers from the housing contact mediation,

- if they violate this guideline
- if the actual living arrangements with the students do not correspond to the conditions published in the project
- if immoral activities or care activities that may only be carried out by members of certain professions are offered or required (see Section 138 Paragraph 1 BGB)
- if a violation of the General Act of Equal Treatment (see Section 2 Paragraph 1 AGG) or discriminatory behavior, i.e. inappropriate and unjustified behavior towards other people solely because of their membership in a certain social group, can be identified
- if there are other important reasons

4.2.2 The Studentenwerk can reject offers of accommodation,

- that violate this guideline

- that do not appear to be compatible with everyday student life
- violate applicable law or appear ethically and/or morally unacceptable in view of the Studentenwerks' care for students (e.g. activities with a direct or indirect erotic reference)
- which, due to their nature, do not promise success in the investigation or have been repeatedly placed without success
- that contradict democratic and human rights principles

## 5. Entry into force

This policy comes into force from September 1st, 2024.

## Data protection notice for the use of the housing contact mediation via the project RaumTeiler

### Who is responsible for the data processing?

The person responsible within the meaning of data protection law is: Studentenwerk Leipzig  
- Anstalt öffentlichen Rechts / Goethestr. 6 / 04109 Leipzig

You can find further information about our Studentenwerk, details of the persons authorised to represent it and other contact options in the imprint of our website:  
<https://www.studentenwerk-leipzig.de/en/imprint/>

### What data do we process? And for what purposes?

The provision of your personal data is necessary for the participation at the RaumTeiler project. Without the provision of this data we can not mediate between living space providers and students. The personal data that we usually collect manually as part of the questionnaire and the personal interviews as part of the RaumTeiler project is used to bring students and housing providers into contact with each other and to successfully arrange housing partnerships. The data is exclusively processed for the procurement of living space and for the fulfillment of these tasks.

- Contact data: last name, first name, address, telephone number, e-mail address
- Data from students: age, gender, university, degree program, matriculation number, certificate of enrollment/ if applicable name of partner or child/ren, age
- Data from housing providers: age, sex, Information on the living space, availability, requested support services, Inspection of an identity document to check the address
- Feedback und Reviews: Information on satisfaction and suggestions for improvement

Information on citizenship, ethnic origin, religious or ideological beliefs or health restrictions is voluntary.

### On what legal basis do we process your data?

The legal basis for the processing of your personal data when using the RaumTeiler project is Art. 6 para. 1 lit. b) GDPR (DSGVO), which permits the processing of data for the fulfilment of a contract or pre-contractual measures.

In the case of voluntary information, your personal data is processed exclusively on the basis of your consent in accordance with Art. 6 para. 1 lit. a) GDPR (DSGVO)

### How long will the data be stored?

Data of students looking for accommodation and the accommodation providers will be stored within the legally prescribed retention periods. Your personal data will only be stored for as long as is necessary to fulfil the above-mentioned purposes. If no placement is made, your data will be deleted after six months. You will not be notified of this separately.



## To which recipients is the data forwarded?

The data is passed on to internal recipients of Studentenwerk Leipzig and, if necessary, to processors. We have concluded a so-called order processing contract with this provider, which ensures that the data processing is carried out in an authorised manner.

Furthermore, the data of accommodation providers is passed on to students if the accommodation providers give their prior verbal or written consent. In exceptional cases, this can also be done the other way round.

## Where is the data processed?

The data is exclusively processed in the Federal Republic of Germany. Die Daten werden ausschließlich in der Bundesrepublik Deutschland verarbeitet.

## Your rights as a data subject

You have the right to information about the personal data we process about you.

In the case of a request for information that is not made in writing, we ask for your understanding that we may then require proof from you that you are the person you claim to be.

Furthermore, you have a right to rectification or erasure or to restriction of processing, insofar as you are legally entitled to do so.

You also have the right to object to processing within the scope of the statutory provisions. The same applies to the right to data transmission.

## Our data protection officer

We have designated an external data protection officer for the Studentenwerk Leipzig. You can reach him under the following contact options:

Kevin Peter / Corinthstr. 19 / 04157 Leipzig  
E-mail-address: kevin.peter@was-ist-datenschutz.de Telephone: 0800 63003061 (free)

## Right of appeal

You also have the right to contact the supervisory authority if you believe that your personal data is being processed unlawfully. The address of the supervisory authority responsible for Studentenwerk Leipzig is: Die Sächsische Datenschutz- und Transparenzbeauftragte, Devrientstraße 5, 01067 Dresden, telephone: +49 351 85471-101, fax: +49 351 85471-109, e-mail: post@sdtb.sachsen.de