

Guidelines for the Use of the RaumTeiler Project of Studentenwerk Leipzig for Housing Contact Mediation for Students

Preamble

Within the framework of the **RaumTeiler project**, Studentenwerk Leipzig facilitates contact between students and private individuals who offer housing to students either in exchange for support with household tasks or for a reduced rent.

These guidelines regulate the framework conditions and procedures for housing contact mediation. The aim of the project is to promote **housing partnerships** between students and private housing providers. Students require affordable accommodation in order to pursue their studies. For this reason, Studentenwerk Leipzig supports students through the RaumTeiler project as part of its statutory mandate for the social and economic support and promotion of students in Leipzig.

1. General Provisions

- 1.1 The mediation of contacts between students and private individuals who offer housing to students within the RaumTeiler project in exchange for household support or a reduced rent is a service provided by Studentenwerk Leipzig – a public institution (Anstalt des öffentlichen Rechts) – hereinafter referred to as “Studentenwerk”.
- 1.2 The housing contact mediation activity within the RaumTeiler project of Studentenwerk Leipzig is limited to the mediation of housing offers in **private households** to students enrolled at universities assigned to Studentenwerk Leipzig by law or agreement. Commercial housing offers from the open housing market are not mediated.
- 1.3 Housing contact mediation is **free of charge** for both students and housing providers and is limited to processing registrations and facilitating housing contacts for housing partnerships. Studentenwerk Leipzig is **not a contractual party** and does not provide legal advice. The use of the RaumTeiler contact mediation service does not entitle either students or housing providers to a successful mediation.
- 1.4 Studentenwerk Leipzig has **only a mediation function**. Housing partnership agreements are concluded exclusively between the mediated students as housing recipients and the housing providers. These parties are responsible for fulfilling their respective contractual obligations. Studentenwerk Leipzig assumes no liability for the execution or fulfillment of such agreements.
- 1.5 Studentenwerk Leipzig is not liable for any breaches of duty by housing recipients or housing providers. No legal claims against Studentenwerk Leipzig can be derived from

these guidelines. Decisions made on the basis of these guidelines are not subject to appeal. Except for liability arising from the breach of essential contractual obligations or from injury to life, body or health, the liability of Studentenwerk Leipzig and its agents is limited to intent and gross negligence.

2. Requirements for Using the RaumTeiler Housing Contact Mediation Service

2.1 For Students

- 2.1.1 In principle, enrolled students who are subject to the semester contribution at a university assigned to Studentenwerk Leipzig may use the RaumTeiler project service.
- 2.1.2 Couples (partners or spouses) as well as parents with child(ren) may also apply. At least one person must meet the eligibility requirements according to section 2.1.1.
- 2.1.3 Proof of eligibility is provided through a **valid certificate of enrollment**, which must be submitted to the project coordinator each semester. Without this proof, mediation cannot take place.
- 2.1.4 All students wishing to use the RaumTeiler housing contact mediation service must provide the following documents and participate in at least one personal meeting with the project coordinator:
- ✓ valid student ID card
 - ✓ current certificate of enrollment
 - ✓ valid identification document (ID card or passport)
 - ✓ valid residence permit (if applicable)
 - ✓ fully completed student registration form
- 2.1.5 Any changes to personal information (e.g. address or contact details) must be reported to the project coordination. If housing has been found elsewhere or there is no longer interest in the service, active deregistration is required.
- 2.1.6 Exmatriculation must be reported immediately. In this case, the student is no longer entitled to use the RaumTeiler service. Existing housing partnerships may continue, but no further mediation will be provided by Studentenwerk Leipzig.
- 2.1.7 All students who move into housing through the RaumTeiler project are required to **register their residence with the City of Leipzig** within two weeks of moving in, either as their main or secondary residence, regardless of the duration of the housing arrangement.

2.2 For Housing Providers

- 2.2.1 In principle, any private individual who owns a free room or housing unit in their house or apartment may participate as a housing provider. If the provider is renting the apartment themselves, permission for subletting must be obtained. Studentenwerk Leipzig may request to see this permission. The room or housing unit must be at least 9 m² in size (excluding kitchen and bathroom) and lockable
- 2.2.2 Housing providers must complete the **registration form for housing providers**, specifying their expectations, wishes and possible support needs. They must also be willing to participate in a personal meeting with the project coordinator and allow a viewing of the accommodation by prior appointment.
- 2.2.3 Applications will not be accepted from individuals who:
- a) offer accommodation with significant structural or hygienic deficiencies
 - b) set a gross rent (including utilities) exceeding the maximum rent of comparable Studentenwerk Leipzig housing by more than 10%
 - c) require support exceeding 10 hours per week (48 hours per month)
 - d) cannot provide permission for subletting in rented apartments
 - e) cannot offer a separate, enclosed living space
- 2.2.4 If a housing provider no longer wishes to offer accommodation, they must actively deregister.
- 2.2.5 Studentenwerk Leipzig points out that rental income or non-monetary benefits obtained through a housing partnership arranged via RaumTeiler (e.g. rent payments or household support services in exchange for accommodation) may be subject to income tax. Housing providers are responsible for informing themselves about their tax obligations. Studentenwerk Leipzig cannot provide tax advice.

3. Housing Contact Mediation for Housing Partnerships

3.1

Housing contact mediation within the RaumTeiler project is based on information provided by housing providers and students seeking accommodation. Personal data and relevant information (e.g. housing conditions, expectations, or possible support services) are collected and stored through registration forms.

3.2

Based on the information provided by housing providers, the project coordination prepares an **anonymised advertisement** describing the housing offer. After approval by the housing provider, the advertisement is published on a **password-protected online platform accessible to registered students**.

3.3

Registered students may submit requests for housing offers via the project coordination. The project coordination checks whether the information provided by both parties generally matches.

3.4

If a basic compatibility exists and both parties agree, the contact details of the student and the housing provider will be exchanged through the project coordination so that a meeting can be arranged.

3.5

The decision whether a housing partnership will be established lies solely with the student and the housing provider.

3.6

After successful mediation, the details of the housing partnership are regulated in a **housing partnership agreement** between the partners. The content of the agreement is determined independently by the housing partners and must comply with the principles outlined in section 4.

3.7

The contractual parties are exclusively the student (tenant) and the housing provider (landlord). Studentenwerk Leipzig is not a contractual party.

3.8

Both housing recipients and housing providers may request further mediation or a new placement through the RaumTeiler project if needed.

4. Exclusion from the Use of the RaumTeiler Housing Contact Mediation Service

4.1 For Students

4.1.1 Studentenwerk Leipzig may exclude students from the mediation service if:

- they violate these guidelines
- they independently share contact details of housing providers

As at: 16 March 2026 (V2)

- they significantly violate obligations of a housing partnership agreement and the housing provider submits a justified complaint
- they repeatedly fail to contact the housing provider after mediation
- other important reasons exist

4.2 For Housing Providers

4.2.1 Studentenwerk Leipzig may exclude housing providers from mediation if:

- they violate these guidelines
- the actual housing arrangements differ from the conditions stated in the project advertisement
- immoral activities or care services that legally require professional qualifications are offered or requested (§138 German Civil Code)
- discriminatory behaviour contrary to the General Equal Treatment Act (AGG) is evident
- other important reasons exist

4.2.2 Studentenwerk Leipzig may also reject housing offers that:

- violate these guidelines
- are incompatible with student life
- violate applicable law or appear morally unacceptable
- repeatedly fail to lead to mediation
- contradict democratic or human rights principles

5. Entry into Force

This policy comes into force on 16 March 2026 and replaces the version dated 1 September 2024 from that day onwards.