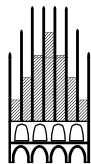


Description of Services

(English version)



WOHN-IN

WOHNRAUM-INTERESSEN E.V.

office hours: monday – friday 9⁰⁰ – 19⁰⁰ CET
saturday 9⁰⁰ – 14⁰⁰ CET

48153 Münster
Hammer Straße 26 c
URL: www.wohn-in.de

Tel.: 0251 - 52 30 21
Fax: 0251 - 52 23 24
wohn-in@wohn-in.de

IMPORTANT NOTICE: This leaflet was especially designed for English speaking persons, who require information about our institution. Below, we outline the range of services we provide for our members. If you want to join our association or if you need further information, you may want to bring a **reliable interpreter** with you as our services are performed in German only! If you want to apply for admission, please bring your passport!

Tenancy-Related Legal Aid

Members of the *WOHN-IN e.V.* who have tenancy-related problems or questions can contact one of our lawyers and ask for advice. Legal aid can be obtained immediately after admission to our association and will be performed either on the telephone or in a personal consultation. The appointments must pre-arranged in good time. Legal aid can also refer to problems that have occurred prior to the member joining our association. In addition, it covers all apartments rented by the member anywhere in the Federal Republic of Germany. The costs, caused by pre- and extrajudicial representation of interests, will be borne by our association.

Verification of Tenancy-Related Bills and Documents

Bills for additional and/or heating costs appearing to be incorrect can be checked by our experts: Just send or bring us the required documents (copies only), and our lawyers will make a detailed report, informing you in how far the bills are correct or not. If necessary, our lawyers will give further advice how to proceed and help to correspond with the landlord/landlady. Whenever necessary, our lawyers will also check tenancy contracts or similar documents that have been submitted to the member by the landlord/landlady.

Notice-Board for Flat-Hunters

The *WOHN-IN e.V.* also functions as a “notice-board” for flat-hunters and therefore tries to acquire as many “offers” as possible: Whether rooms, apartments or houses – our notice-board includes a wide range of rentable objects, sited in or around Münster and offered without commission. The objects shown on our notice-board are described in full detail, and we always add useful data for non-local residents. The flats offered on our notice-board are not yet advertised in the local newspapers – this gives our members a respectable additional chance to find a suitable accommodation. There are new entries every day, and we update our database at regular intervals. Members, who want to check our offers, can visit our office or – on weekdays – can check the new entries on the phone.

Information Service

Exclusively for our members, we offer a special magazine, called *WOHN-INFO*. It contains useful tips and information referring to the following subjects:

- advice and guidelines for flat-hunters
- the latest rental developments
- the local housing market
- housing subsidies and public grants
- addresses of authorities and agencies
- forms and checklists.

Legal Protection Insurance (MIET-IN)

Members, who want to cover the risk of possible costs incurred by tenancy-related proceedings, can join our partner association *MIET-IN* and, thus, gain legal protection. The *MIET-IN e.V.* was established to insure its members against the costs of proceedings in court (such as costs of lawyers, witnesses, experts, etc.). The sum insured is 52.000,- € per case (maximum); the personal fee contribution will be 75,- € per case. The insurance coverage begins three months after having joined the *MIET-IN e.V.* and relates to tenancy-related lawsuits occurring after that three-months' waiting period.

Looking for a successor tenant?

Every tenant or landlord, who is looking for a successor/ new tenant or wants to offer his flat for tenancy, can contact our office and ask for help. The object for tenancy must be sited in or around Münster and be offered without commission. Commercially used facilities (such as stores or office space) or objects for sale will not be accepted. Incoming offers will be published on our notice-board – exclusively for our flat-hunting members. If one of our members is interested in an object, he/she will be given the name and the phone number of the responsible landlord or the current tenant. This service is also available for non-members and is free of charge.

Contributions

	WOHN-IN	MIET-IN
admission fee (non-recurring)	21,- €	21,- €
yearly contribution (for 12 months)	57,- €	79,- €

Membership / Termination

If you want to join our association, fill in and sign the application form and send it to our office. We will send you by return post: a copy of the counter-signed application form, our organizational guidelines, our terms of conditions and your membership card (including membership number). The membership begins on the day of admission for a minimum duration of 12 months. It will be extended without further notice automatically for another 12 months, if not terminated at least 3 months prior to the 12 months period ending. The notice of termination must be in written form and personally signed by the member.

About Our Tenants Association

The *Wohnraum-Interessen e.V. (WOHN-IN)*, established in 1983, in an independent local tenants' association with more than 6.000 members. It is a non-profit organization and does not pursue any commercial interests. According to its terms of conditions, the *WOHN-IN e.V.* “protects the housing-related interests of its members” and “supports all activities aiming at the procurement, preservation and utilization of healthy and low-priced housing facilities”. *WOHN-IN* translates this attitude into reality by providing a wide range of professional services. Modern equipment, friendly opening hours and the central site of our office ensure that we are always available and within easy reach.