



# Checklist: before you leave

We have put together an overview of the key points to consider before you leave Passau. The Welcome Centre of the University of Passau would also be happy to offer further help. We hope you had a pleasant stay in Passau and we would be delighted to see you again!

- ▶ At least **three months** before you leave Passau, you need to...
  - ... cancel your **rental agreement** (Mietvertrag) and check with your landlord whether renovation work or repairs need to be carried out before you move out.
  - ... cancel your contracts with the **Stadtwerke** (electricity, water and gas).
  - File your tax return (a tax adviser can take care of this step for you).
  - ... make an appointment with an adviser from the German Federal Pension Fund (Deutsche Rentenversicherung) and find out what pension claims you have as regards **reimbursement of pension contributions** or pension payments when you retire. This is only necessary if you paid into the German Federal Pension Fund.
  - ... cancel the contracts with telephone companies or mobile network and/or internet providers, in accordance with the respective period of notice.
  - ... cancel any newspaper or magazine subscriptions.
  - ... cancel any club or society memberships.
  
- ▶ At least **one month** before you leave Passau, you need to...
  - ... **de-register** from your Passau address at the Citizens' Office.
  - ... inform your **insurance** agents that you will soon be leaving Passau.
  - ... make arrangements with your landlord about how and when **security deposit** will be reimbursed.
  - ... de-register with the **ARD ZDF licence fee** (Rundfunkbeitrag).
  - ... close your **bank account** in Germany a few days prior to your departure.
  
- ▶ **On the day** of departure, you need to...
  - ... make a note of the readings on the electricity, gas and water meters in your flat and have your landlord confirm and log them.
  - ... check the flat and stairway for any damage that could have occurred in the course of moving out.
  - ... leave the apartment clean, as agreed with your landlord.
  - ... check that you have not forgotten anything inside the flat and that you have taken care of everything. Then return the keys to the flat to your landlord.