



Last bureaucratic
steps before
you leave

De-registration—Abmeldung

When you move out of an apartment and do not move into a new accommodation within Germany, you must notify the Registration Office within two weeks of moving out. De-registration is possible at the earliest one week before moving out and must be done at the responsible Registration Office ('Ausländeramt' or 'Meldeamt'). The 'Ausländeramt' is the responsible De-registration Office for non-EU citizens and the 'Meldeamt' for EU citizens. De-registration is mandatory—if you do not de-register properly and want to register as a German resident again at some point in the future, you may have to pay a fine.

Note for non-EU citizens: If your residence permit expires and you did not de-register properly, you are considered an illegal resident of Germany. This is why it is vital that you de-register.

Address

Ausländeramt
Stadt Passau, Rathaus Altes Zollamt
Rathausplatz 1
94032 Passau
Phone: +49 851 396 564
auslaenderamt@passau.de

Meldeamt
Stadt Passau, Altes Rathaus
Rathausplatz 2
94032 Passau
Phone: +49 851 396 225
buergerbuero@passau.de

Termination of contracts

Please be aware that many contracts need to be cancelled months before you leave! Make sure to inform yourself about your rental contract, mobile plan and other contracts and their cancellation periods. Some contracts can additionally only be terminated after you have terminated your rental contract.

Accommodation: Terminating your rental contract

Rental contracts can be either temporary or unlimited. With the first option, the contract ends at a specific date and does not require you to cancel it. However, if you want to move out of the apartment before the agreed date, you must pay the rent until the contract expires. Some landlords might allow you to terminate your contract earlier.

If the rental contract is unlimited (the majority in Germany), you have to terminate the contract in writing. The cancellation period is usually three months before you want to move out. Check the rental agreement to see how the cancellation period is specified. If you move out before the end of this period, you have to continue paying the rent until the end of the cancellation period. **Also, be aware that some contracts in university cities might correspond to the semester terms and can only be cancelled for April or October. Make sure you don't miss the termination deadline!**

Before leaving the apartment, you need to arrange an appointment with the landlord for an inspection of the apartment and so you can hand over the keys. The rooms must be cleaned and all the damages caused by you have to be repaired in order for you to get your deposit back. Moreover, you must inform the landlord

where the deposit should be transferred to. Sometimes, you can state an account in Germany or abroad. The repayment can take up to six weeks after the contract has ended. However, the landlord may keep the deposit for up to six months after you moved out.

If you obtained electricity and water from the 'Stadtwerke' Passau, read the meter, and [de-register](#) and settle your account.

Additionally, do not forget to cancel gas, telephone, Internet, radio and TV licence fees. Your [licence fee](#) can only be cancelled when you have an official documentation for the termination of your rental contract.



More information

Stadtwerke (German only)

www.stadtwerke-passau.de/service/abmeldung.html

Licence fee (German only)

www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html

Bank

After you have made all outstanding payments for rent, electricity, telephone, internet, radio and TV licence etc. you can close your bank account. You can do so either online or in person. You will need to inform the bank on what date the account should be cancelled. All the remaining funds can be transferred into another account, which will take as much time to complete as any regular transfer.

Insurances

If you were insured with a German health insurance company—whether private or public—present evidence of your residence de-registration and end the mem-

bership. Also cancel your liability insurance and any other insurance contracts you entered into while in Germany. Please note the cancellation periods: many contracts must be cancelled three months in advance!

Tax and pension

If you had an employment contract in Germany, you are required to file a tax return in the following year. You can get information on your social security contributions and entitlement to a pension from 'Deutsche Rentenversicherung' (DRV; state pension scheme) and from the Federal and State Government Pension Fund ('Versorgungsanstalt des Bundes und der Länder'; VBL). The website 'Deutsche Rentenversicherung' offers useful information on this topic.



More information

Deutsche Rentenversicherung

www.deutsche-rentenversicherung.de/DRV/EN

Information brochures

- ▶ Working in Germany and in non-contracting states
- ▶ Living and working in Europe