

## Check-list before leaving

### If you rented an apartment:

- 1) Cancel the lease for your flat or room, usually three months prior to departure, but check this in your contract
- 2) Make an appointment to handover your flat back to the landlord and make sure that you receive your deposit from your landlord\*
- 3) If your flat must be painted upon moving out, contact a painter in a timely manner because the costs of operation of your flat are settled only once a year, it is possible that you may need to reimburse your landlord at a later point after moving out of your flat (in some cases, your landlord may have to reimburse you)
- 4) Apply for your mail to be redirected at the post office. The fees are 19,90 EUR for six months and you can apply for the service online. Your mail can be sent to any country but there will be another fee when it is sent abroad. This fee must be paid when the mail is picked up.

### Further important steps to do:

- 5) Inform the German authorities with a notice of departure at the Residents' Registration Office (*Bürgeramt*). The relevant form can be obtained on the web page of the GWC mentioned below.
- 6) Cancel your electricity, telephone, insurance policy, fees for public television (GEZ), association memberships, newspaper, etc.
- 7) Unregister your children at their day-care center or school
- 8) Give notice of departure of your children to the *Familienkasse* (child allowance)
- 9) Cancel your car registration
- 10) If you like to take back goods subjected to customs or tariffs, then contact the customs office for more information on the current customs regulations (*Zollbestimmungen*).
- 11) Complete your tax return due on the 31st of May for the previous calendar year

\*If you lived in a guesthouse of the Goethe University:

Make an appointment with the guesthouse administration three days before departure to handover the apartment.

For further information and possible updates please also check our web page ([www.uni-frankfurt.de/gwc/Departure](http://www.uni-frankfurt.de/gwc/Departure))

Shortly before leaving you will receive an e-mail from the GWC with a link to an online evaluation form. We would very much appreciate your participation in this evaluation.

**We hope you have had a pleasant time at the Goethe University and are looking forward to seeing you again!**

(last update 20.12.2017)