

How to find an apartment or a room for rent

There is a high demand for affordable housing in the city of Zurich. Therefore, be prepared to put a lot of time and effort in searching for places to live. In case you have been given notice to move out of your present apartment, you should immediately start looking for a new place. Applying for an apartment can be as complex as applying for a job. When compiling your application file, try to make a good impression that will positively attract the attention of the landlord.

Proceed as follows:

Searching suitable housing

- Register with property administration companies and with cooperative building societies; try to ask for as many **application forms** as you can get from administrations and/or cooperative building societies.
- **Internet**, e.g. www.homegate.ch, www.home.ch, www.immoscout24.ch, www.immoclick.ch, etc.
- **Use all the options of your environment to find a place to live.** Tell all your friends, acquaintances, colleagues, superiors, etc. that you are looking for an apartment.
- Take advantage of the **advertising boards that you can use free-of-charge:** You can find such announcements in shopping centres, neighbourhood shops, restaurants, cultural and community centres, department stores, schools and hospitals, etc.
- **Search daily papers.** Read the rental ads of as many newspapers as possible.
- Every Wednesday, you can look up the announcements of the **Public Rental Housing of the City of Zurich** in the **Tagblatt der Stadt Zürich** www.stadt-zuerich.ch/wohnungen
- **Avoid searching only within a narrow radius.** You will find an apartment faster, if you do not confine your search to a preferred neighbourhood, but include the whole city of Zurich and even beyond.

Tips on the Registration Procedure

- Make sure to **fill out the form carefully and completely.**
- Please fill out the registration form and submit all **enclosures** that are mentioned on the form. In almost all of the cases, you are required to submit the following documents:
 - Current extract from the Debt Enforcement Office, not more than 6 months old (available at your district debt enforcement office; www.stadt-zuerich.ch/basta).In addition, you may also be required to submit the documents listed below:
 - a copy of your last tax bill and/or
 - a copy of the payroll records
 - in case of unemployment: statements of unemployment benefits
 - as pensioner: the order to receive IV-/AHV (Disability Insurance/Social Security Fund and Survivors Insurance) or pension benefit card
 - if you receive supplementary benefits: Ask your assigned social worker to give you the document «Financing the rent /information designated for the landlord» («Finanzierung des Mietzinses/Orientierung für die Vermieterschaft»). This paper shows you the maximum amount of the rent that will be paid by social assistance; thus improving your chances of finding an apartment. Please note that other municipalities may apply different rent payment ceilings.
- **Letter of application:** we recommend submitting the registration form together with a short cover letter; this letter should briefly introduce you and your housing situation and explain why you are looking for a new place to live. In case you have entries in the debt enforcement registers, explain your views thereon and, if applicable, do emphasize that this is not due to outstanding rental payments.
- **After registration:** Inquire at regular intervals – personally or by phone. Check who is in charge of your application and how you are doing in this. Thus the person responsible for your application will remember you and you show your continuous interest in getting an apartment.



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Further Information and Support

Here you can find useful addresses:

- on the **Internet** www.stadt-zuerich.ch/wegweiser → on the topic of housing («Wohnen»),
- at the **information corners of the social centres (Infotheken der Sozialzentren)** (www.stadt-zuerich.ch/sozialzentren)
 - Sozialzentrum Helvetiaplatz, Molkenstrasse 5/9, 8004 Zurich
 - Sozialzentrum Albisriederhaus, Albisriederstrasse 330, 8047 Zurich
 - Sozialzentrum Dorflinde, Schwamendingenstrasse 41, 8050 Zurich
 - Sozialzentrum Höggerstrasse, Höggerstrasse 24, 8037 Zurich
 - Sozialzentrum Selnau, Selnaustrasse 17, 8001 Zurich
- contact the **Information centre of the Social Departement** of the City of Zurich (Informationszentrum des Sozialdepartements), 044 412 70 00 or izs@zuerich.ch.

Where to get support in filling out forms and writing letters

Clerical services (Schreibdienst) in the Social Centres: www.stadt-zuerich.ch/schreibdienst