Unofficial Translation by Simple Germany

Confirmation of residence for submission to the registration office

(§ 19 Federal Registration Act (BMG))

Excerpt from Section 19 (1) sentences 1 and 2 BMG cooperation of the landlord

(1) The landlord is obliged to cooperate with the registration or deregistration. To this end, the landlord or a person authorized by them must confirm the move-in or move-out in writing or electronically to the person subject to the registration obligation within the periods specified (two weeks) in Section 17 (1) or (2).

Information about the landlord:

Family name / first name or designation in the case of a legal entity: _____

Zip Code / City: _____

Street / House number/ Addressing additions: _____

☐ The landlord is also the **owner** of the apartment *or*

☐ The landlord is **not the owner** of the apartment. The name and address of the **owner** are:

Family name / first name or designation in the case of a legal entity: _____

Zip Code / City: _____

Street / House number/ Addressing additions: _____

Address of the apartment you are moving into or out of:

Zipt Code / City: _____

Street and House number: _____

Additional information (e.g. floor or apartment number): _____

The above-mentioned apartment was occupied on _____ (Move-in / move-out date) by the following person(s) ☐ **moved-in:** ☐ **moved-out:**

The following person(s) moved in/out of the specified apartment:

Family name: _____ First name: _____

Family name: _____ First name: _____

Family name: _____ First name: _____

Family name: _____ First name: _____

Family name: _____ First name: _____

Family name: _____ First name: _____

☐ more persons see back page.

I hereby confirm with my signature that the person(s) named above have moved in or out of the above-mentioned apartment and that I am authorized to issue this certificate as the landlord or as an authorized person.

I have taken note of the fact that I am acting in violation of the regulations if I am not authorized to do so and that it is prohibited to offer or make available a residential address to a third party for the purpose of registering a place of residence, even though a third party is neither actually moving into the apartment nor intends to do so.

A violation of this prohibition constitutes an administrative offense and can be punished with a fine of up to 50.000 euros. Failure to confirm the move-in or move-out as well as false or untimely confirmation of the move-in or move-out can be punished as administrative offenses with fines of up to 1.000 euros.

Date _____ Signature of the **landlord** *or* of the **apartment owner** _____

Disclaimer: Please note that this document and translation is a non-binding sample and needs to be adapted for specific individual cases. It may not be suitable for achieving the desired purpose in various cases, and it is not a substitute for legal advice. In the event of legal questions, a lawyer should be consulted in any case. Simple Germany accepts no liability whatsoever for any impact on the legal positions of the parties involved. The sample document and translations do not claim to be correct, and it serves as a suggestion and help for formulations.