

## GENERAL INFORMATION FOR ROOM SEEKERS

### **What's the story behind zwischen | nutzungs | agentur / coopolis?**

The zwischen | nutzungs | agentur (zna) is an intermediary platform for intermediation between landlords and people looking for space.

### **What is zwischen | nutzungs | agentur offering to you?**

- Consulting on the rental of space
- Organisation of guided property inspections within our project areas (please check our website: [www.coopolis.de/zwischennutzungsagentur-leerstandsmanagement](http://www.coopolis.de/zwischennutzungsagentur-leerstandsmanagement)) including introduction of vacant commercial space
- Support in developing the concept description
- Assistance with the implementation of the own concept as well as with the creation of a rental offer
- Providing the opportunity of local networking
- zna is a neutral agent between real estates, land lords and people looking for space

### **Which steps are necessary for the searching of room with us?**

- Registering at zwischen | nutzungs | agentur within our opening hours (Wed 4 - 6 pm)
- Handing in a well-written concept of your project/ idea. The concept will be used to introduce you to the land lord.
- By handing in the concept you'll be invited to the tours

### **Why doesn't zna just publish lists of available empty spaces?**

- The service of zna includes the offer of an overall package for the mediation of space. The personal contact and individual consultation as well as the transparency, frankness and cooperation within all processes are the cornerstones for a successful mediation.
- Data protection! We do not act on behalf of the land lords and thus we are (due to the data protection act) not authorised to pass on third-party information, which we have gained within our research works
- There is a common need for confidentiality
- There are no funds given for developing such a list

### **How long does it take to find a room?**

- Usually it takes between 1 - 3 months after the concept was handed in
- but: this can be very different depending on the individual motivation, financing opportunities and the will & know-how to do own renovation works

### **How much is your service?**

- There are no costs for the consulting and procurement service within the project

districts „Soziale Stadt“

#### **How much are the rental prices?**

- After a successful procurement you will sign a regular rental agreement with the land lord
- Depending on location and condition of the room the rental prices will be negotiated individually
- If you do renovation works yourself, there will be negotiation space for the rental negotiations

#### **Is there an offer for the temporary use of space?**

- Due to our goal of a sustainable urban district development, the mediation of short term use is none of the zna priorities
- Due to the fact, that we often receive requests like this, we developed a list containing a range of rooms which are available for a short-term-use. After we have met you personally, we will hand out that list to you.

#### **Are there any restrictions concerning the use of empty space?**

- Approximately 95% of the rooms are on the ground floor within historic old buildings and right next to living spaces.
- This should be noted (e.g. loud business, music or rehearsal rooms)

#### **What happens to my data?**

- The collected data is only used for the purpose for which they were gained by zna. Your personal data are not disclosed, distributed or communicated in any other way to third parties unless it is necessary in order to fulfill a contract or you have given your express consent
- All data as well as the information of your concept/ business idea will be deleted after the implementation of the contract has been fully concluded

You can find all current projects, regarding informations, contacts and opening hours on [www.coopolis.de/zwischennutzungsagentur-leerstandsmanagement](http://www.coopolis.de/zwischennutzungsagentur-leerstandsmanagement).

For further information you are welcome to contact us during our business hours on **Wednesday** between **4– 6 p.m.** at our office in **Lenastraße 12, 12047 Berlin** or by phone: **030 – 62726362**.

coopolis – Planungsbüro  
für kooperative Stadtentwicklung  
Lenastraße 12  
12047 Berlin  
Telefon: 030-62726362  
[service@coopolis.de](mailto:service@coopolis.de) [www.coopolis.de](http://www.coopolis.de)