

Service List

Due to the European GDPR (General Data Protection Regulation) we ask you to agree with our [Privacy Policy](#). Thank you for understanding.
Please tick the box if you agree:

Name:

Email address:

Phone number:

Please choose any component you need to make up your own service package.

Time Packages

1/2 day

1 day

2 days

3 days

4 days

The time packages can be used as a time contingency instead of choosing service components like orientation, accomodation, formalities/red tape, shopping ... tailored to your needs.

Initial Orientation

Our Basic Information For You:

- Berlin information
- Private and public amenities
- English-speaking professionals (e.g. doctors, medical services, lawyers, tax attorneys)
- Public transportation
- Cultural and sporting activities
- German language courses

Orientation Tour

- Guidance during initial visit to the city including arrangement of hotel reservations or boarding house
- Sight seeing excursion by car:
During the initial viewing to familiarize the client with the city (places of interest, schools, looking into the lifestyles of individual city neighborhoods with special consideration of the client's wishes, shopping areas and customs.) Meeting at airport or hotel.

OR

- A tour after the client's move has been completed to become familiar with one's neighborhood, shopping trips

half day

full day

Apartment / House / Business Premises For Rent

Our Settling-In Service For You:

- Information on the lifestyles of individual city neighborhoods
- Contact to painters, electricians etc.
- Follow-up care during the first month after arrival (hotline)

Apartment/House Preselection

- Creation of a needs' profile
- Search for, pre-selection of suitable locations
- Presentation of exposés

Furnished Apartments for The Transition Period

- Creation of a needs' profile
- Search for, pre-selection and checking of suitable locations (up to 3)
- Support with application for apartment/house and negotiation of contract
- Organization of rental lease including oral explanation of lease

House Search Economy

- Creation of a needs' profile
- Search for, pre-selection and checking of suitable locations
- Coordination of appointments
- Escort on viewings including interpreting (up to 5)*
- Support with application for apartment/house and negotiation of rental contract
- Organization of rental lease including oral explanation of lease

Accompanied hand-over of property with written hand-over record and photos

Long-Term Residency

House Search Basic

- Creation of a needs' profile
- Search for and pre-selection of suitable locations
- Coordination of appointments
- Escort on viewings including interpreting (up to 10)
- Support with application for apartment/house and negotiation of rental contract
- Organization of rental lease including oral explanation of lease

Single/Couple

Family, Business premises

Accompanied hand-over of property with written hand-over record and photos

Apartment / House / Business Real Estate To Buy

- Creation of a needs' profile
- Search for and pre-selection of suitable locations
- Coordination of appointments
- Escort on viewings including interpreting (up to 15)
- Research into prospective area
- Organization of meaningful paperwork including economic plan, rental rebates, protocols from previous owners' meetings, etc.

Registration Formalities

Assistance with state authorities, banks and insurance companies

Filling out the official documents and applying for:
(mostly by power of attorney)

- Electricity, gas, water suppliers
- Telephone/fax/internet/TV
- Broadcast fees
- Mail forwarding (within Germany)
- Parking vignette

Accompanied opening of bank account

Registration at local authority/Anmeldung Bürgeramt 1 visit at authority

Tax ID

Change of tax class

Car registration (local car)

Immigration Services

- Visas
- Information about visa formalities and entrance permits (If needed: we assist the HR department with the job description) etc.
- Preparatory work includes obtaining proper information from the federal employment agency (if necessary) and visa departments

Filling out the official documents and applying for:
(mostly by power of attorney)

Residency permit/Single

Residency permit/Couple/Family

Work permit for person(s)

Accompanied appointment at immigration office (LABO) for receiving Longterm Residence included

German (EU) Driver's License

Information, assistance and registration

without test

with tests

(Learning material in many languages available)

Moving And Shipping Companies

- Creation of a needs' profile
- Gathering of cost estimates (up to 3)
- Evaluation
- Coordination of appointments

Supervision of move available on request.

Children

- Advice about child care and schools
- Coordination of appointments and escort on meetings (up to 3)
- Registration at one kindergarden or school
- Information on children's free time activities
- Application for school voucher/Kita/Hortgutschein

for child/children

Application for German child allowances/Eltern-Kindergeld

Arrangements For Pets

- Entry requirements
- Dog registration
- Information about veterinarians, groomers and kennels

Integration

Individual coaching session to establish best personal starting conditions in the new setting. The goal is to clarify individual or crosscultural difficulties. For the whole family or an individual. (ca. 2 hours)

We organize crosscultural trainings on request.

Move-Out – Departure Services

- Creation of a needs' profile
- Cancellation of private contracts, insurances, memberships, subscriptions, registrations (government, school, kindergarden, utility, gas, water, electricity, car, telephone, internet, TV, broadcast fee)
- Cancellation of rental lease and negotiation with landlord (deposit, renovatons)
- Accompanied house acceptance viewing with written hand-over-record
- Mail forwarding
- Retrieval of the initial security deposit

Coordination of renovations (to be carried out when the client moves out): gathering and evaluation of cost estimates, order confirmation, scheduling the work, final check of the apartment, final check of invoices and approval of payment and support with selling of cars, electrical devices, telephones, furniture, etc. on request.

Follow-up Care and Additional / Individual Services

- Briefing on requested topics
- Pick-up upon arrival (airport, train station...)
- Escort and consultation on shopping trips including translation
- Providing contacts for translators, lawyers, tax advisers
- Coordination of appointments
- Writing letters
- Introduction to the German banking system
- Hiring of skilled workers (electricians, carpenters, painters, etc.) including gathering cost estimates and billing
- Furnishing the new apartment/house
- Overseeing of renovations and repair work
- Search for parking (street or garage)
- Search for household help, babysitter, au pairs, gardeners
- Search for berths and moorings
- Organization of excursions and events
- Import of vehicles

Individual Services Needed:

Special Wishes: