



## Getting Started Comfort Packages

We recommend our Getting Started Comfort Packages; we undertake the administration and home finding for your new employee. They will appreciate the „all-round carefree package“.

In a detailed Teams briefing we explain which documents are required in Germany, discuss the timeline and necessary steps. We will confer about the accommodation wishes, is it to be an apartment, a house, or a shared apartment, the size, furnishing and location; as well as a realistic assessment of requirements and budget based on our regional rent index.

While managing the administrative tasks, we start the ‘Home Finding Program’. We will find a suitable home, attend the home viewings together and provide support in meeting with real estate agents and homeowners.

We accompany your new hire to their appointments with immigration and registration authorities and to the bank. We also take into account all aspects of immigration law, tax law and social security law.

We offer 4 different ‘Getting Started Comfort Packages’, these differ according to origin (EU or Non-EU) and marital status:

		Single EU	Family EU	Single Non-EU	Family Non-EU
<b>Before the start</b>	Teams Briefing	+	+	+	+
	Checklist documents with timeline	+	+	+	+
	Discussion housing, rent index	+	+	+	+
<b>Registration and driving license</b>	Appointment with and accompaniment to registration office for temporary and permanent housing	+	+	+	+
	Broadcast fees registration	+	+	+	+
	Change of address service	+	+	+	+
	Appointment and accompaniment for driving license registration			+	+
<b>Residence and work permit</b>	Preparation for application of residence permit(s)			+	+
	Appointment with and accompaniment to the immigration office			+	+
	Subsequent appointment and accompaniment to pick up residence permit(s)			+	+

		Single EU	Family EU	Single Non-EU	Family Non-EU
<b>Bank</b>	Application for debit and credit card, accompaniment to appointment	+	+	+	+
<b>Insurance</b>	Application for health insurance	+	+	+	+
	Assistance in finding other insurances	+	+	+	+
<b>Family</b>	Amendment of tax class		+		+
	Application for child benefits		+		+
	Support in finding kindergarten, school, day care center		+		+
<b>HR Support</b>	Information on expected tax class	+	+	+	+
	Health Insurance membership certificate	+	+	+	+
	Social security number	+	+	+	+
<b>Home Finding</b>	Presentation of up to five Properties for viewing	+	+	+	+
	Coordination of appointments and accompaniment to viewing appointments	+	+	+	+
	Negotiation with brokers and homeowners	+	+	+	+
	Translation of and observations on the rental contract	+	+	+	+
	Coordination of deposit payment	+	+	+	+
	Walk-through protocol and photo documentation	+	+	+	+
<b>Pet Service</b>	Registration with local utility suppliers	+	+	+	+
	Internet and phone registration	+	+	+	+
	Assistance with the correct import of pets	+	+	+	+
<b>Good to know</b>	Arrangement of pet liability insurance	+	+	+	+
	Registration dog tax	+	+	+	+
	Orientation folder	+	+	+	+
	Event information	+	+	+	+