

RELOCATION & GLOBAL MOBILITY

Getting Started Comfort Packages

We recommend our Getting Started Comfort Packages. With them, you can be sure that your new employees are well taken care of in every respect. The complete coordination of administration and home finding is in our hands.

Your new employees value this all-round worry-free package. In a detailed Teams briefing, we explain in advance which documents are needed in Germany, and discuss the timeline and the necessary steps. We also advise on the desired accommodation – apartment, house, or shared flat; size, features, and location – as well as a realistic assessment of preferences and budget based on our own regional rent guides.

While we take care of the administrative tasks, we already start the Home Finding program. We find the right apartments, shared flats, or houses, join viewings, and support you in dealing with agents and landlords.

On site, we accompany your new employees to appointments at authorities and banks. All immigration, tax, and social security aspects are taken into account, so that you and your employees are on the safe side.

» We offer 4 Getting Started Comfort Packages, differentiated by origin – EU or Non-EU – and by Single or Family:

		EU		NON-EU	
		Single	Family	Single	Family
» Before the Start	Teams Briefing	✓	✓	✓	✓
	Document checklist with timeline	✓	✓	✓	✓
	Discussion of housing, rent guide	✓	✓	✓	✓
» Registration and Driving License	Scheduling and accompaniment to the registration office for temporary and final housing	✓	✓	✓	✓
	Broadcasting fee registration	✓	✓	✓	✓
	Address change service	✓	✓	✓	✓
	Scheduling and accompaniment for driving license conversion	–	–	✓	✓
» Residence and Work Permit	Preparation of application(s) for residence permit	–	–	✓	✓
	Scheduling and accompaniment to the immigration office	–	–	✓	✓
	Scheduling and accompaniment to collect the residence permit(s)	–	–	✓	✓

		EU		NON-EU	
		Single	Family	Single	Family
» Bank	Applying for debit and credit cards, accompaniment to the appointment	✓	✓	✓	✓
» Insurance	Taking out health insurance	✓	✓	✓	✓
	Support in taking out property insurance	✓	✓	✓	✓
» Family	Tax class change	–	✓	–	✓
	Child benefit application	–	✓	–	✓
	Support in finding kindergarten, school, daycare	–	✓	–	✓
» HR Support	Information about the expected tax class	✓	✓	✓	✓
	Health insurance membership certificate	✓	✓	✓	✓
	Social security number	✓	✓	✓	✓
» Home Finding	Presentation of up to five properties	✓	✓	✓	✓
	Scheduling and accompaniment to viewing appointments	✓	✓	✓	✓
	Negotiation with agents and landlords	✓	✓	✓	✓
	Translation and review of the rental agreement	✓	✓	✓	✓
	Coordination of the deposit payment	✓	✓	✓	✓
	Handover of the apartment with handover protocol and photo documentation	✓	✓	✓	✓
	Registration with local utility providers	✓	✓	✓	✓
	Registration of internet and phone	✓	✓	✓	✓
» Pet Service	Support with the proper import of pets	✓	✓	✓	✓
	Arranging pet liability insurance	✓	✓	✓	✓
	Registration of dog tax	✓	✓	✓	✓
» Good to know	Orientation folder	✓	✓	✓	✓
	Event information	✓	✓	✓	✓