



Relocation-Service

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i.e. Service Package No. 3: Mediation and search for accommodation, support and advice on signing the lease, protocol for the transfer, registration for utilities

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i.e. visa application, application for work permit, motor vehicle registration, assistance with the transfer of driver's license, help with regard to kindergarten and school enrollment

Special Services**Page 13 - 16**

i.e. residing in wohnref rented apartments, assistance with the return of the apartment or flat and organization of the renovation

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We gladly offer further services on request

Mediation

Agency Fee

The following fees will be levied upon execution of housing agreement:

Unfurnished Apartment	150 % of the base (cold) rent
Furnished Apartment	150 % of the base (cold) rent
Furnished Room	EUR 130,00
Purchase of Home	0,50 % of the purchase price (includes the gathering of information only)

Costs of third party agencies will be forwarded to the client.
No further expenses will occur

Service – Packages

Super-Saving-Package

Search for furnished accommodation space

- Detailed consultation
- Pre-inspection of up to 10 locations
- Joint inspection of up to 5 locations

- Support with negotiation of rental agreements
- Support during opening of a bank account (Sparkasse)
- Registration with telephone company
- Registration with utility companies
- Registration of TV and radio (GEZ)

Prices on request

Costs of third party agencies will be forwarded to the client.
No further expenses will occur

Service – Packages

Service Package No. 1

Orientation (*before hiring the new employee, especially for employees from abroad*)

- Detailed consultation
- Introduction to the new surroundings
- Information and orientation tour
- Possibility to inspect apartments
- Public transportation
- Schools, universities, higher education
- Health care
- Information regarding visa, residence permit, work permits and required medical exams

Prices on request

Mediation will be billed separately

Service – Packages

Service Package No. 2

Search for accommodation

- Detailed consultation, communication of requirements
- Pre-selection of possible objects
- Introducing the new surroundings
- Forwarding of possible printed objects
- Specified pre-selection of objects
- Joint inspection of up to 5 locations
- Support with negotiation of rental agreements
- Formalized hand-over of apartment

Prices on request

Mediation will be billed separately

Service Package No. 3

Search for accommodation, registration with utility companies

- Detailed consultation, communication of requirements
- Pre-selection of possible objects
- Introducing the new surroundings
- Forwarding of possible printed objects
- Specified pre-selection of objects
- Joint inspection of up to 5 locations
- Support with negotiation of rental agreements
- Formalized hand-over of apartment
- +**
- Registration with telephone company
- Registration with utility companies
- Registration of TV and Radio (GEZ)

Prices on request

Mediation will be billed separately

Service – Packages

Service Package No. 4

Search for accommodation, registration with utility companies, governmental agencies

- Detailed consultation, communication of requirements
- Pre-selection of possible objects
- Introducing the new surroundings
- Forwarding of possible printed objects
- Specified pre-selection of objects
- Joint inspection of up to 5 locations
- Support with negotiation of rental agreements
- Formalized hand-over of apartment

+

- Assistance when opening a bank account (Sparkasse)
- Registration with telephone company
- Registration with utility companies
- Registration of TV and radio (GEZ)

+

- Registration with authorities
- Residence permit application
- Application for a tax card

Prices on request

Mediation will be billed separately

Regarding possible additional services please note our individual services (i.e. visas, work permit etc.) pages 10 - 12.

Service – Packages

Service Package No. 5

Search for accommodation, registration with utility companies, authorities, help with opening a bank account, help with insurance companies

- Detailed consultation, communication of requirements
- Pre-selection of possible objects
- Introducing the new surroundings
- Forwarding of possible printed objects
- Specified pre-selection of objects
- Joint inspection of up to 5 locations
- Support with negotiation of rental agreements
- Formalized hand-over of apartments
- +
- Registration with telephone company
- Registration with utility companies
- Registration of TV and radio (GEZ)
- +
- Registration with authorities
- Residence permit application
- Application for tax card
- +
- Help with household insurance, home liability insurance, automobile insurance
- Organization of specialized help with insurance companies, life insurance etc.
- Assistance when opening a bank account (Sparkasse)

Prices on request

Mediation will be billed separately

Regarding possible additional services please note our individual services (i.e. visas, work permit etc.) pages 10 - 12.

Service – Packages

Service Package No. 6

Organization of family members coming later (non ECC-citizens)

- Support in application for a visa (German Embassy)
- Organization of the translation of marriage, birth certificate etc.
- Organization and accompaniment to medical examination
- Registration with authorities
- Residence permit application
- Arranged inspection with housing office
- Application for alteration of tax bracket
- Organization of removal
- Help with regard to kindergarten and school enrollment
- Application of child benefit incl. household certificate

Prices on request

Individual Service

Free Service Performance

Detailed consultation, determination of requirements, pre-selection of possible objects

Individual Service 01*

Help with visa application (for labor purposes)

Individual Service 02

Residence permit application

Individual Service 03

Extension of residence permit

Individual Service 04*

Application for work permit

Individual Service 05*

Extension of work permit

Individual Service 06*

Organization of medical exam

Individual Service 07*

Organization and accompaniment to medical exam

Individual Service 08

Assistance with the transfer of driver's license or registration with a driving school

Individual Service 09

Registration with authorities

Individual Service 10

Notification of change of address/ cancellation of registration

* required for non EU-citizens

Individual Service

Individual Service 11

Application for tax card
(for foreigners only possible with residence permit)

Individual Service 12

Help when opening a bank account

Individual Service 13

Registration with utility companies and cancellation when moving out

Individual Service 14

Registration of TV and radio (GEZ)

Individual Service 15

Registration with telephone company and cancellation when moving out

Individual Service 16

Registration of cars from abroad, TÜV

Individual Service 17

Organization of refitting of vehicle (plus additional repair costs)

Individual Service 18

Help with regard to kindergartens and school enrollment

Individual Service 19

Application for child benefit

Individual Service 20

Organization of translation of documents (driver's licenses etc.)

Individual Service 21

City and shopping orientation

Individual Service

Individual Service 22

Organization of craftsmen

Individual Service 23

Inspection of accommodation

Individual Service 24

Shopping support and other services

Individual Service 25

Organisation of monthly tickets for the public transportation system
Information/Schedules

Individual Service 26

Shuttle Service to/from airport, Hotel etc.

Individual Service 27

Health care insurance for trainees, delegates

- Preparing needed documents and monthly report to DKV
- Issue of the health insurance certificate
- Information about insurance fee, benefit size, benefit statements
- Monthly check of DKV premium payments, if necessary arrange corrections
- Collection Insurance payments, pay to DKV
- Alignment of physician liquidations / insurance coverage
- Liquidate costs
- Compile of expenses, balance with DKV
- Clarifying not accepted costs
- Collection of not accepted costs

Prices on request

The costs of governmental agencies are not included in the price and will be billed separately.

We gladly offer further services on request

Special Service

Special Service 1 for firms and their departments only

Rental of premises through the wohnref gmbh for the client's usage

- Signing of lease
- Formalized hand-over from the landlord,
- Formalized hand-over to the client
- Registration with utility companies
- Rental payment services
- Itemization of charges
- Calculation of additional utility costs
- Monthly billings to the client
- Organization repairs during the rental period
- Discussion regarding decoration possibilities

- Completion of hand-over when moving out/in

- Cancellation of lease
- Formalized take-over of premises
- Formalized return of premises to landlord
- Cancellation of utilities
- Organization of renovation
- Return of rental deposit to client (after reception from the landlord)
- Final billing

Prices on request

Mediation will be billed separately

Special Service

Special Service 2

Assistance when leasing the premises

- Inspection of the location
- Consultation with the client
- Help on signing the lease
- Formalized hand-over
- Registration with utility companies

Special Service 3

Help when returning the premises

- Inspection of the location
- Check of necessary renovations (as stated in the lease)
- Formalized return, documentation of defects
- Organization of reading of meters (heating, water, energy)
- Cancellation of utilities (energy, telephone, GEZ etc.)

Prices on request

Special Service

Special Service 4

Organization of the renovation of the premises before moving in

- Inspection of the location, check of necessary renovations
- Organization of quotes (inspection with craftsmen)
- Coordination with the individual firms
- Observation of renovations
- Organization of cleaning
- Hand-over to client
- Checking of billing
- Final billing

Special Service 5

Organization of the renovation of the premises when moving out

- Inspection of the location, check of necessary renovations
- Organization of quotes (inspection with craftsmen)
- Coordination with the individual firms
- Observation of renovations
- Organization of cleaning
- Hand-over to client
- Checking of billing
- Final billing

Prices on request

Special Service

Special Service 6

Assistance when renting the apartment / house and organization of renovations when moving in

- Inspection of the location
- Consultation
- Help on signing the lease
- Formalized hand-over
- Cancellation of utilities (energy, telephone, GEZ etc.)
- Check of necessary renovation
- Organization of quote (inspection with craftsmen)
- Organization of renovations
- Handing-over to client
- Checking of billing, final billing

Special Service 7

Assistance when returning the apartment / house and organization of renovation when moving out

- Inspection of the location
- Check of necessary renovations (as stated in the lease)
- Formalized hand-over
- Reading of meters (heating, water, energy)
- Cancellation of utilities (energy, telephone, GEZ etc.)
- Assistance during renovation
- Organization of quotes (inspection with craftsmen)
- Observation of renovations, organization of cleaning
- Return of premises to landlord
- Checking of billing, final billing

Prices on request

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Focus

Mediation of apartments and houses
Department Service
Relocation Service (Executive Mobility Service)

Selection of clients – more than 20 years partner of Siemens AG

AREVA NP GmbH, B/S/H GmbH, Comneon GmbH, Infineon Technologies AG, Linde AG, Nokia Siemens Networks GmbH & Co OHG, Osram GmbH, Siemens AG, Universität Erlangen

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Erlaubnis nach § 34c GewO erteilt
Ust.Nr. DE 128596617
HRB 190003 Neuburg a.d.Donau
Manager Diplom-Volkswirt Felicia Schmieder

General terms of business

This contract shall base on the following provisions:

I.

Subject matter of the agreement

The wohnref gmbh offers all-round assistance services with regard to immigration, removal, or change of residence.

Legal assistance and tax consulting, the advice regarding insurance-dependent matters, and questions concerning the law governing the right of abode of foreigners including work permits cannot be furnished. If necessary, specialists can be designated on request with support of the professional organisations.

II.

Payment

The payment shall depend on the pricelist according to catalogue valid at that time. This shall not apply to commissions already placed.

In the event of an early termination of a commission, the commission sum shall be payable in accordance with the extent of the efforts used until that time: 20 % on placing the order, 100 % on fulfilment. This shall not apply if the client shows proof that there was no or only a minor damage.

III.

Client's duties

The client shall provide the wohnref gmbh complete information and documents necessary for the execution of the commission in due time. No costs may arise from it to the wohnref gmbh.

IV.

Term of the contract: Termination

The client may terminate the commission at any time by means of a written statement given to the wohnref gmbh.

The wohnref gmbh may terminate the commission for cause; especially if the client shall significantly fail in its cooperation duties.

V.

Offsetting

Only an undisputed or legal claim may be set off against a claim of the wohnref gmbh.

VI.

Liability

The liability of the wohnref gmbh shall be limited on intent and gross negligence, provided that it is an essential contractual obligation, event of guaranteed features, delay, or impossibility. Liability shall be excluded in the event that an employee of the wohnref gmbh shall cause a damage far be from supposed or an unforeseen damage because of slight negligence.

Any information provided by a third party shall be passed on to the best of knowledge and belief. The wohnref gmbh may be liable for the correctness of such information only in the event of wilfulness or gross negligence.

Liability shall be exonerated with regard to oral or written translations. A contact to a sworn interpreter/translator can be made on request.

VII.

Final provisions

Place of jurisdiction for any dispute arising in connection with this contract shall be the place of the registered office of the wohnref gmbh, provided that the client is a general merchant or has no general place of jurisdiction within the country.

Amendments and additions to this contract shall be in writing. Subsidiary parol agreements are not made. In the event that a provision of this contract shall be or become invalid, the validity of this contract shall not be affected. The void provision shall to be replaced by an agreement that satisfies the economic objective of the void provision with regard to the legal effectiveness or that comes closest to it. The same shall apply in the event of a loophole in the contract that needs to be filled.

The validity of other general terms of business is contradicted.

The enclosed German text of the contractual conditons is decisive!