



# Berlin Welcome Guide

Disclaimer: All the contacts and references provided here are based on recommendations from the Berlin Tamil Community. Please check all the details personally before arriving on a decision.

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## **A. Key Services:**

### **Self locking doors - closed:**

- Try opening the door with a card  
<https://youtu.be/-DgUpV-70S4>
- If you live in a Student apartment, the Hausmeister can help with a master key.

### **Call Key Service if Self locking door is non openable or if the Key is lost:**

Some cost effective Key services

1. <https://sicherheitstechnik-haus-service.de/>

Fixed price for day and night, reachable through telephone - 01772892999

2. <http://www.xn--discount-schlusseldienst-opc.de/zugezogene-abgeschlossene-tuer-oeffnen-berlin-preise>

Weekday and Weekend prices vary. Telephone 030-58876382, 0177-421 7715

3. <https://www.ado-berlin.de/>

Weekday and Weekend prices vary. Telephone 030-3438300

If none are reachable, google Schlüsseldienst and check with the nearest shop. Ask for rates beforehand. Inform the Hausmeister / Administration incase of a lost key, as the main locks might be changed too. This will be costly.

## **B. Handwerker:**

You can find a handwerker for plumbing, electricals fixing, household fixing activities in following websites

<https://www.taskrabbit.de/>

<https://www.my-hammer.de/>

Mr. Gajan : +491775225964



## C. Apartment Search:

### C.1 Websites for Apartment Search:

<a href="https://www.wg-gesucht.de/">https://www.wg-gesucht.de/</a>	For WGs, studios and apartments
<a href="https://berlin.homecompany.de/de/index">https://berlin.homecompany.de/de/index</a>	Service apartments
<a href="https://www.wohnung-jetzt.de/">https://www.wohnung-jetzt.de/</a>	WGs, Apartments
<a href="http://www.wohnpool.de/">http://www.wohnpool.de/</a>	Apartment
<a href="https://www.boarding-spreepolis.berlin/">https://www.boarding-spreepolis.berlin/</a>	Service apartments short term
<a href="https://www.immowelt.de/">https://www.immowelt.de/</a>	Apartment, House
<a href="https://www.immobilienscout24.de/">https://www.immobilienscout24.de/</a>	Apartment, House, WG, commercial spaces
<a href="https://www.immopool.de/">https://www.immopool.de/</a>	Apartment, House
<a href="https://www.wohnungsmarkt24.de/">https://www.wohnungsmarkt24.de/</a>	Apartment, House
<a href="https://www.immonet.de/">https://www.immonet.de/</a>	Apartment, House
<a href="https://www.wohnungsboerse.net/">https://www.wohnungsboerse.net/</a>	Apartment, House, WG
<a href="https://www.immobilo.de/">https://www.immobilo.de/</a>	Apartment, House
<a href="https://www.immo-suche.net/">https://www.immo-suche.net/</a>	Apartment, House
<a href="https://www.ebay-kleinanzeigen.de/">https://www.ebay-kleinanzeigen.de/</a>	For Apartments, House, WGs. Also House for rent with option to purchase the existing furniture. Telegram link to subscribe to get notifications from Ebay <a href="https://t.me/immomessengerberlin">https://t.me/immomessengerberlin</a>
<a href="https://housinganywhere.com/">https://housinganywhere.com/</a> <a href="https://wunderflats.com/en">https://wunderflats.com/en</a>	Immediate online contract for WGs, Apartments
<a href="https://www.house-of-nations.de/">https://www.house-of-nations.de/</a>	Only for students, single & shared apartments. Rooms open on particular day of month. Check website or contact them to know the dates. Bookable from India.
<a href="https://www.stw.berlin/">https://www.stw.berlin/</a>	Only for students from universities in Berlin, single & shared apartments
<a href="https://www.univillage.de/">https://www.univillage.de/</a>	Student WGs, Apartments

## **C.2 List of Documents needed for an apartment Search**

1. Schufa (Bonitätsauskunft- Credit score)
2. Mietschuldenfreiheitsbescheinigung (no Due Rental certificate)
3. 3 months Salary slip
4. Copies of Passport, Visa
5. Selbst Auskunft / Expose Formular (Self declaration form)
6. Immatriculation letter ( In case of - Students while applying for student apartments)

### **C.2.1 Schufa:**

Schufa (Credit score document) is a decisive document for renting an apartment/House. A Score above 90% is considered to be good. Some landlords/ Rental agencies accept the first page which says there is positive credit score/ info. Some landlords/ Rental agencies demand the first page and the last page with % score. So its advisable to obtain the Schufa certificate with % score.

It is also to be noted that some rental agencies automatically check your Schufa themselves. In that case, they ask for permission while filling the application documents for the apartment

Ways to obtain Schufa:

1. Free:

Every person with residence in Germany is entitled for a free copy of the Scufa report per year. Look for "Datenkopie nach Art 15. DS-GVO" Tab in the following link, click order and fill the form and send it to the address mentioned. Takes few weeks for the score to be sent through post

[https://www.meineschufa.de/index.php?site=11\\_3](https://www.meineschufa.de/index.php?site=11_3)

2. Schufa Website:

Alternatively you can choose for one time Bonitätsauskunft (Credit score report) for 30€ or the monthly /yearly plans in Schufa website from the link above. Takes a couple of days for delivery through post.

3. Schufa from Postbank:

Find the nearest Postbank with Schufa terminal in the following link

[https://www.postbank.de/dienste/gaa\\_filialsuche/filiale.html?label=atm&filters=Schufa](https://www.postbank.de/dienste/gaa_filialsuche/filiale.html?label=atm&filters=Schufa)

Take your passport and Anmeldung(city registration) during the Schufa Terminal working hours in Postbank. Upon fee payment, Bonitätsauskunft with % score will be given.

4. Order online

Websites like immobilienscout provide options for immediate download of Schufa. However they might not provide the % score page.



## **C.2.2 Mietschuldenfreiheitsbescheinigung:**

This document is to prove that there is no rental backlog with the current landlord. Acts as a proof that rent has been paid on time by the tenant. This document has to be given by the Landlord/Administration of the current rented apartment.

A Sample can be found under

[https://content.cdn.immowelt.de/ratgeber\\_iw\\_de/images/Ratgeber/PDF/muster\\_mietschuldenfreiheitsbescheinigung\\_immowelt.pdf?v=1592469419](https://content.cdn.immowelt.de/ratgeber_iw_de/images/Ratgeber/PDF/muster_mietschuldenfreiheitsbescheinigung_immowelt.pdf?v=1592469419)

## **C.2.3 Selbst Auskunft / Expose Formular:**

The Rental agency may ask you to fill a self declaration form for the rental property. There personal details like who moves in when etc. has to be filled.

Patience is the key. Keep applying!

## **D. Embassy Details : Embassy of India**

Address : Tiergartenstraße 17, 10785 Berlin, Germany  
Contact : +49-30-25795-0 (Telephone)  
Email: [cons.berlin@mea.gov.in](mailto:cons.berlin@mea.gov.in)  
Website : <https://indianembassyberlin.gov.in/>  
Facebook: <https://www.facebook.com/IndiaInGermany>  
Emergency : Mr. Rajiv Bajpai, +4915172120983  
Twitter: <https://twitter.com/eoiberlin>

## **E. EMERGENCY CONTACTS**

1. Medical emergency/accident services/Fire brigade - 112
2. Police - 110
3. Berlin police hotline - (+49 30) 46 64 46 64



## **F. Supermarkets & Indian Restaurants :**

### **F.1 Indian Supermarkets:**

<b>S.No</b>	<b>Name</b>	<b>Location</b>
1	Zora Supermarkt	Kottbusser Damm 93, 10967 Berlin
2	TS Food Supermarkt	Alt-Moabit 74, 10555 Berlin
3	World Exotic Food (Sunday Open)	Herzbergstraße 128-139 Halle 18, Raum 605, 607, 10365 Berlin
4	Sona Food Traders	Bülowstraße 57, 10783 Berlin
5	Chauhdry Food Traders GmbH	Saatwinkler Damm 9, 13627 Berlin
6	Spice Village	Tempelhofer Damm 206, 12099 Berlin

### **F.2 South-Indian Restaurants:**

<b>S.No</b>	<b>South-Indian Restaurant</b>	<b>Location</b>
1	Saravanaa Bhavan	Potsdamer Platz 5, 10785 Berlin
2	Swadesh - Dosa	Falckensteinstraße 44A, 10997 Berlin
3	Swadishta - Dosa	Lützowstraße 69, 10785 Berlin
4	Lotus Restaurant Berlin	Kantstraße 70, 10627 Berlin
5	Raj Mahaal	Siemensdamm 43 - 44 13629 Berlin-Spandau
6	Veggie & Vega - Restaurant	Bergmannstraße 27, 10961 Berlin
7	Naveena Path	Tegeler Str. 22, 13353 Berlin

Check out food delivery apps. There might be a few in your neighborhood too.



# **G. PART TIME JOBS**

## **G.1 For students and others:**

3 recommended ways to find part time jobs, mini Jobs (20 hrs per week) or student jobs. People with non-student visas can also apply and work in the following as long as they are permitted to work.

### **G.1.1 Option 1:**

Go directly to restaurants, shops and services and ask them if they have a student job position available. Mostly they offer mini jobs with 20 hours/week. Some examples:

1. Driver/Baker/Cashier/Cleaning assistance in Gastronomy: Dominos, Mcdonalds, Kebab shops
2. Cashier/helper in flower shops, jeweler shops, cafes, and bakery

### **G.1.2 Option 2:**

Surf through the below websites, apply online. Popular links to find different part time jobs:

1. Indeed
2. Studitemps (Jobmensa)
3. Ucm agencies
4. Studentpartout
5. B-effective
6. Adecco/lieferando/volt
7. Flaconi
8. Time partner
9. Amazon part time

### **G.1.3 Option 3:**

Get your own bicycle and deliver food. Current players:

1. Lieferando (E-bike provided; you can choose not to get your own bicycle)
2. Wolt
3. Gorillas
4. DHL
5. LIME (collection of e-scooters and recharging it back)

This option keeps changing and also gives you the liberty to deliver posts, gifts, etc. Keep exploring the opportunities.

### **G.1.4 Werkstudent:**

Apply for student jobs at companies. This is restricted to 20 Hours a week and pays more than an internship normally. This will be relevant to your field of study. Company websites, indeed, linkedin are sources of search for werkstudent. German language skills improve chances.





# **H. BANK ACCOUNT**

## **H.1 Opening a Bank account**

Following are some recommended banks to open savings/current accounts. Most banks require an appointment to open a bank account. You can make the appointment by going to the nearest desired bank in person:

1. Sparkasse
2. Commerzbank
3. Deutsche bank
4. Postbank
5. N26 (online Bank, no physical offices)

There is always a confusion of which one to choose and whose services are the best. All the banks offer similar services. Some charges are applicable like account maintenance, debit card etc. Please listen and sign up for the different insurance options offered by the bank. Sign Up only to those you think are important to you. Ask for an English bank employee to talk with when opening the account.

## **H.2 Digital banks**

All the traditional banks like (sparkasse, post bank etc) require a city registration or address proof for the opening of bank accounts in germany. Here, we are suggesting some European based digital banks where you can open an account completely online and hassle free, plus city registration or address proof is not required.

1. Bunq (Netherlands based)
2. Revolut (UK based)
3. Transferwise (Belgium based)
4. Monese (UK based)
5. Tomorrow (German based)

All these banks provide free bank accounts and European Iban, so it can be used anywhere in Germany and Europe seamlessly.



# I. Health Insurance

## I.1 For Students

Foreign students in Germany are required to have health insurance during their studies, by German law. You need proof of health insurance to get enrolled at a Germany university and to get your student visa. Students can get either the compulsory insurance or private health insurance. The good thing about being fully insured is the peace of mind knowing that if you happen to have health problems, you can go visit the doctor and get hospital services knowing that you won't have to pay the large medical bills out of your pocket.

There are two types of health insurance in Germany:

1. The compulsory health insurance (public) (AOK, TKK etc)  
Costs around 100 to 105 Euros per month
2. Private health insurance (Hanse merkur, Care concept etc)  
Costs varies from 40 to 100 Euros per month

## I.2 Working professionals

Professionals have 2 major options for health insurance while living and working in Germany

### **1. The government-regulated public health insurance scheme (AOK, TKK, Barmer GK etc)**

All public health insurance providers in Germany charge the same basic premium of 14.6 percent of your gross income, plus a supplemental charge that is an average 0.9 percent of your gross income, to a maximum monthly income of €4,425. The basic premium is split equally between you and your employer: 7.3 per cent each. From January 1, 2019, employers will pay half the supplemental charge as well.

You and your dependents must also become members of Germany's long-term nursing care scheme (Pflegepflichtversicherung). This covers some of the cost of meeting personal nursing needs, including the bathing and feeding of those who become substantially disabled.

### **2. Private health insurance from a German or international insurance company.**

You can opt for a full private health insurance plan if your income is above the threshold amount of 62,550 Euros gross salary. (Allianz, ottonova etc)

if you are self-employed, not employed (a mini-job does not count) or you are over 55 years of age and not employed. Finding the best service provider for public health insurance or finding the most suitable coverage from a private health insurer while still at a competitive rate is not always easy but is well worth the effort.



## J. City Registration

1. One should register their apartment within 14 days of moving into the apartment . This is the first primary step to be done
2. Book an appointment at any of the Bürgeramt and the following documents are needed for the registration.
  - Passport
  - Application form
  - Wohnungsgeberbestätigung (The form which needs to fill by the landlord stating the address of the apartment and the person to be residing in the apartment)  
A template can be found here  
[https://xn--einzugsbesttigung-0qb.de/wp-content/uploads/2015/11/Einzugsbest%C3%A4tigung\\_Formular.pdf](https://xn--einzugsbesttigung-0qb.de/wp-content/uploads/2015/11/Einzugsbest%C3%A4tigung_Formular.pdf)
3. Refer this link to get further details regarding registration and also to book appointment
4. In case you are a married person, while registering for your spouse, take your marriage certificate in english or german to register as a couple.

**Pro- Tip** : Visit the website and use the button to check Berlin-wide appointments as the city registration can be done at any Bürgeramt.

<https://service.berlin.de/dienstleistung/120686/>

Constantly refreshing the site between 9:00 am 10:30 am on weekdays.

## K. Tax Number (Steuernummer):

1. It is the 11 digit number you automatically receive within a month to your postbox once you registered. All your taxation are connected to this number and it is unique and similar to PAN Number in India
2. If you do not receive the Tax number letter, then visit your local Finanzamt of your locality along with your passport. Google to find your finanzamt for your postal code. You do not need an appointment to visit it and inform the officer that you need your Tax number.

### Tax Class:

- Class I: Single/widowed/civil partnership/divorced. Married persons not in tax classes II, III or IV
  - Class II: Single but entitled to single parent allowance
  - Class III: Married but spouse does not earn wages/is classified under tax category V/recently deceased
  - Class IV: Married (not separated); both earning and residing in Germany
  - Class V: Married but one spouse is classified under tax class III
  - Class VI: Individuals on multiple wages from more than one employer
3. Normally you would be registered with Tax class I
  4. If you are married and your spouse joins you later, then you need to change the tax class form I to III or IV. Please visit the finanzamt along with your spouse with both of your passport and marriage certificate.



5. In case both of you are working and your salaries are in equal standard, then both of your tax class should be changed to IV. If the spouse is not employed or earning much less than the partner, then the one who earns higher should change tax class to III and the other partner with tax class V

## **L. Social Security Number:**

1. This is the number which social security benefits are associated like pension, health insurance, unemployment benefits etc
2. Normally your employer would ask you for your social security number when joining the job.
3. You can get the number from your Health Insurance provider. Write an Email to them or contact them via portal. They will provide you with the number. Alternatively you can visit Sozialamt with your Anmeldung and passport to get it.

## **M. Radio Tax:**

1. Once you have registered your apartment, you would receive a letter from Rundfunk (Broadcast) Berlin Brandenburg
2. It is a mandatory fee to be paid for using public broadcast on both Radio/TV. If you are not paying the fees, the amount gets accumulated and you might face consequences from the authorities.
3. The fee is 17.5 euro per month and you would receive the letter asking to pay the fees on a quarterly basis
4. You can transfer the amount through SEPA transfer but please mention Beitragsnummer (reference number) which you find in the letter you receive