

Vocational training in Germany (Ausbildung)

Real estate clerk (Immobilienkaufmann/-frau)

Immobilienkaufmann / Immobilienkauffrau

You manage, let and sell homes and commercial property: a 36-month training, paid from the first year, mixing office work, viewings and client care.



LEVEL Baccalaureate required	DURATION 3 years 36 months	GERMAN B2 required level	PAY DURING TRAINING €1,170 to €1,390 gross / month, during the training
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We are by your side from day one until you arrive in Germany.

GERMANY

+49 (0) 7033 694 18 80

CAMEROON

+237 622 20 81 64

www.campus-allemanne.org

Douala office : Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

What a real estate clerk does

The Immobilienkaufmann manages buildings and land, lets, buys, sells or brokers them, organising viewings, contracts and budgets.

Let and sell

Organise viewings, prepare tenancy agreements and handle negotiations with clients.

Manage

Advise tenants and owners, process damage reports and arrange repairs.

Calculate

Draw up budgets, service-charge statements and profitability calculations for a property.

This occupation is for you if...

- ✓ you enjoy negotiating and persuading with integrity
- ✓ you are comfortable with clients in writing and in person
- ✓ you like organising files and appointments
- ✓ you accept hours that sometimes fall in the evening or at weekends

Less suitable if...

- you dislike working at a screen
- you dislike contracts and figures
- you want fixed hours every day

A TYPICAL DAY IN THE WORKSHOP

- 08:30 Reviewing files** : Look through client requests and property listings before planning the day.
- 10:00 Viewing a flat** : Show a flat to a prospective tenant and answer questions about the property.
- 12:30 Preparing a contract** : Draft a tenancy agreement ready for signature and check the documents required.
- 14:00 Reporting damage** : Process a tenant's damage report and arrange for a contractor to attend.
- 15:30 Service-charge calculation** : Prepare a service-charge statement and check the payments received.
- 17:00 Team meeting** : Review the properties in progress and share out tomorrow's tasks.

Letting and selling property

Building management

Tenancy agreements

Profitability calculations

Bookkeeping and budgets

Building maintenance

Condominium law basics

Negotiation

People skills

Accuracy

Organisation

Perseverance

How the Ausbildung works

In Germany you learn by working: this is the "dual system". You are an employee of a company and a student at a vocational school (Berufsschule) at the same time.

3 to 4 days a week at the company

1-2 days school

Year 1

Basics and letting

- Bookkeeping and organisation
- Letting homes
- Basic marketing

Year 2

Management and sales

- Condominiums, commercial units
- Building maintenance
- Sales and brokerage

Year 3

Building and options

- Works and financing
- 2 options chosen in the contract
- Final exam

Exams and qualification

A written intermediate exam (Zwischenprüfung) of up to 120 minutes takes place in the middle of the second year. The final exam has three written papers (real estate, commercial control and documentation, economics and social studies) and a client conversation or team meeting of up to 30 minutes, under the authority of the Chamber of Commerce and Industry (IHK). You receive the IHK final certificate.

YOU ARE PAID DURING THE TRAINING

1st year		≈ €1,170
2nd year		≈ €1,278
3rd year		≈ €1,390

What you need to apply

- ✓ Baccalaureate level is required.
- ✓ The required level is B2. Good technical vocabulary for the trade is a real plus.
- ✓ The work is mostly office-based at a screen, with site visits for viewings and handovers; hours can include evenings and weekends.

Documents to prepare

- ✓ CV and cover letter in German
- ✓ Translated baccalaureate diplomas and transcripts
- ✓ German B2 level certificate

Where it can lead

STRAIGHT AWAY

Qualified real estate clerk

Jobs with housing companies, developers, estate agents or property departments.

WITH EXPERIENCE

Property manager

Look after a portfolio of properties or run construction and renovation projects.

LONGER TERM

Immobilienfachwirt or degree

Take the Immobilienfachwirt (real estate specialist) or a Bachelor in real estate economics.

YOUR PATHWAY WITH CAMPUS GERMANY

We are by your side from day one until you arrive in Germany

1

CHECK MY ELIGIBILITY

Take the test online or at the office

The eligibility test is done online on our website, or by visiting our Douala office directly.

2

TALK TO AN ADVISOR

Talk to our team

Germany: **+49 (0) 7033 694 18 80**
Cameroon: **+237 622 20 81 64**

3

PREPARE YOUR GERMAN

DZK, our language centre

Deutschzentrum KAGEDEV (DZK) is our own language centre in Douala. Outside Douala: partner language centres, call us to find the nearest one.

4

GET THE CONTRACT

AZUFA is always us

AZUFA is our platform: it connects you with German companies that recruit apprentices and follows your application through to the training contract.

Douala office

Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon



From German A1 to the first day of training in Germany

Each step is run by one of our structures. You keep the same contact from start to finish.

1

Check my eligibility

The test is done online on our website or at our Douala office.



**RUN BY CAMPUS
GERMANY**

2

Talk to an advisor

Review your profile, your wishes and the chosen occupation.



**RUN BY CAMPUS
GERMANY**

3

Learn German, from A1 to B2

Courses adapted to your starting level, up to the required B2 level. In Douala at our own language centre; elsewhere, with our partner centres.



RUN BY DZK

4

Prepare the application file

CV and cover letter in German, translated baccalaureate diplomas and transcripts, B2 level certificate.



**RUN BY CAMPUS
GERMANY**

5

Find the company and sign the training contract

We connect you with German companies that recruit apprentices, and follow your application through to the contract.



RUN BY AZUFA

6

Prepare the visa and paperwork

Support to gather the documents and complete the administrative steps.



**RUN BY CAMPUS
GERMANY**

7

Prepare your departure and settling in

Travel, housing and first steps in Germany: we prepare you before you leave.



RUN BY KAGEDEV E.V.

8

First day of training in Germany

You arrive prepared and supported, with a team that has known you since day one.



RUN BY AZUFA

Contact us

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