

Real Estate English: Communicating Clearly with Potential Tenants in Berlin

About this Training

This training material was originally developed for a small group of real estate professionals working within the Berlin property market. The lesson focused on developing the vocabulary and communication skills needed to explain rental properties, discuss tenancy requirements and respond confidently to common questions from potential tenants in English.

Using authentic materials relating to the Berlin housing market, the participants developed the language needed to explain key rental terminology, describe property listings and communicate clearly and professionally with prospective tenants.

Learning Objectives

By the end of this lesson, participants will be able to:

- Explain key terminology relating to renting property in Berlin.
- Describe rental properties clearly and accurately in English.
- Explain which documents are required when applying for a rental property.
- Interpret and discuss German property listings in English.
- Respond confidently to common questions from prospective tenants.
- Develop greater confidence when communicating professionally with international tenants.

Introduction to Key Vocabulary

The lesson began by working with extracts from an article explaining both the terminology commonly found in German property listings and the documents required when applying for rental accommodation in Berlin.

What you need

Before you attend a single viewing, you'll need to have the following documents ready to submit at a moment's notice.

- **Personalausweis/passport** — it's obvious, but make sure it hasn't expired.
- **Einkommensnachweis/proof of income** from the past three months.
- **Mietschuldenfreiheitsbescheinigung** — a signed document from your last landlord confirming that you've paid your rent in full and on time during the course of your tenancy.
- **Schufa Bonitätscheck** — your Schufa score that also hasn't expired.

Participants identified and discussed the key terms before completing and working with the following vocabulary table:

German	English
Kaltmiete	Cold rent (base monthly rent excluding utilities and heating)
Warmmiete	Warm rent (rent including heating costs)
Nebenkosten	Additional utility and building costs
Gesamtmiete	Total rent
Kaution	Security deposit
Möbliert	Furnished
Saniert	Refurbished
Renoviert	Renovated
Altbau	Older building
Neubau	New building
Wohnfläche	Living area
WBS (Wohnberechtigungsschein)	Permit for subsidised housing

EBK (Einbauküche)	Fitted kitchen
Erdgeschoss	Ground floor
Dachgeschoss	Attic floor
Aufzug	Elevator / Lift
WG (Wohngemeinschaft)	Flatshare
Zentralheizung	Central heating
Balkon / Terrasse	Balcony / Terrace
Garten	Garden
Personalausweis / Reisepass	ID card / Passport
Einkommensnachweis	Proof of income
Mietschuldenfreiheitsbescheinigung	Confirmation of no outstanding rent payments
Schufa Bonitätscheck	Credit check
Kontoauszug	Bank statement

Interpreting Property Listings

Participants were then presented with an authentic German property listing and asked to explain its contents in English. This activity encouraged participants to move beyond simply translating vocabulary and towards communicating information naturally and professionally to prospective tenants.

Willkommen Zuhause: 3-Zimmerwohnung mit großzügiger Terrasse

📍 Ernst-Lemmer-Ring 148 - 14165 Berlin OT Zehlendorf




1.097,91€
Kaltmiete

1.448,91€
Warmmiete

93,28 m²
Größe

D
Energieeffizienzklasse

3
Zimmer

22.07.2026
Bezugsfrei ab

Practical Communication Skills

As a final exercise, participants were shown an email from a fictional prospective tenant asking which documents would be required to apply for a property in Berlin. Participants were asked to respond to the enquiry, explaining both the application process and the purpose of the documents requested.

Message

Insert

Options

Format Text

Review

Help



Send



From

julia.keller@gmail.com



Calibri

11

**B***I*U

To



berlin@focution.de

Cc

Subject

Application – Documents Required

Dear FOCUTION Estate Agents Berlin,

I hope you are well.

I recently viewed the beautiful flat on Schönhauser Allee 123, 10437 Berlin, and I would like to formally apply for it.

Could you please let me know which documents you require from me in order to process my application?

If there is a specific application form I need to complete, please let me know and I will be happy to provide it.

Thank you very much for your help.

Kind regards,

Julia Keller

+49 176 12345678

This speaking activity provided an opportunity to practise the language introduced throughout the lesson while simulating realistic workplace interactions commonly encountered by real estate professionals.

The Learning Effect

By combining authentic source materials with practical speaking activities, participants were able to develop both their industry-specific vocabulary and their confidence when communicating with prospective tenants in English. The lesson was designed not only to introduce useful terminology, but also to provide opportunities to apply that language within realistic professional situations.

Looking for tailored Business English training?

These materials provide just a small insight into the bespoke training I create for companies and professionals. If you're looking for tailored Business English training that reflects the communication needs of your own organisation, I'd be delighted to discuss how we could work together.

www.joelwhiteenglish.com