

# **The Relocation Consultancy Ltd Service List 2017**

**A helping hand for all  
your relocation needs**



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## TRC Services List

To facilitate your imminent move and help to make everything as simple as possible for you, we have created a number of fixed-fee packages. These aim to help you to plan your moving budget as effectively as possible. There are no hidden costs, though please do note that any prices are subject to VAT (currently 20%).

Prior to undertaking any project, TRC clearly establishes the parameters of the work involved and will confirm the fee required.

Our standard practice is not to take referral fees from our suppliers / providers. Instead, we always request for any such fees to be converted to discounts, which are passed on directly to you, the client. By doing this, we are able to keep external fees charged separately to you (for extra services, such as furniture rentals) at very competitive rates.

### Rental Home Search -1 day accompanied viewings

- Comprehensive briefing process by email and telephone/ Skype
- Copy of 'TRC's Moving Notes' and 'Tenants Notes'
- General advice on living in the UK and the UK school system
- Preparation of viewing programme
- 1 day accompanied viewing programme , typically seeing between 10-15 properties, including area orientation
- Placing offer on property on your behalf

### Additional services

- Negotiations with agents and landlords - covering rental price, length of tenancy, date of entry, cleaning or decorating requirements, wish list, tenancy particulars, handling of deposit  
Tenancy administration – overseeing and management of process
- Approval of Tenancy Agreement (agreement provided by TRC where possible)  
Preparing and checking the Tenancy Agreement to ensure clients best interests are legally protected
- Management of check in arrangements– including provision of inventory clerk and production of check in reports and documentation to help safe guard against deductions to deposit for damages

## **Executive Rental Home Search - 1 day accompanied viewings**

- Comprehensive briefing process by email and telephone/ Skype
- Copy of 'TRC's Moving Notes' and 'Tenants Notes'
- General advice on living in the UK and the UK school system
- Preparation of viewing programme
- 1 day accompanied viewing programme of up to 15 properties\* , including area orientation
- Placing offer on property on your behalf
- Negotiations with agents and landlords - covering rental price, length of tenancy, date of entry, cleaning or decorating requirements, wish list, tenancy particulars, handling of deposit
- Tenancy administration – overseeing and management of process
- Approval of Tenancy Agreement (agreement provided by TRC where possible)  
Preparing and checking the Tenancy Agreement to ensure clients best interests are legally protected
- Management of check in arrangements– including provision of inventory clerk and production of check in reports and documentation to help safe guard against deductions to deposit for damages
- Referral to or arrangement of associated relocation services i.e. removal companies, furniture rental companies, pet carriers
- Advising utility companies and local council of occupancy
- General advice on settling in, including advice on driving licences, broadband etc
- Introductions to banks and arranging appointments
- Booking national insurance interviews
- Welcome Pack of useful information including details of registering with local doctors, dentists etc.
- Tenancy Monitoring - reminders of break clause and renewal, plus any additional communications with agent/landlord
- Helpline – tenant helpline providing ongoing help and advice for the duration of the tenancy

**\*Optional extra:** One additional full day of accompanied viewings

## Assistance finding the right school

When a family is moving, identifying and securing school places can be the key factor in the success or failure of the relocation. The UK has a vast array of education options available, each of which different entry requirements have.

TRC works closely with the client, fully explaining the complex and varied UK systems, prior to establishing the specific needs of the children and assessing the most suitable schools. Accompanied visits and assessments can be arranged, along with support to help secure places for children at the chosen schools.

## School Search

- Comprehensive brief-taking to establish the requirements of the individual child
- Copy of 'The TRC Guide To UK Schools'
- Details of the geographically closest, relevant state or independent schools to a given location/postcode (to include pupil age range, contact details, website link, and, link to Ofsted report where available)
- Telephone research gathering vacancy and admissions information
- Support and advice with the admissions process including application support, and advice on waiting lists and appeals
- Support and advice with the admissions process including application support, and a
- Ongoing telephone/email advice on schooling, syllabuses, examinations, entry procedures, registration and fees as required
- Additional support where required e.g. organising assessments/examinations, confirming places with schools, organising uniform appointments

**\*1 day of accompanied** visits to a selection of appropriate schools with a TRC Consultant. Providing additional information about selected schools prior to visit; prospectuses sent (if time)

## **Area Tour and Orientation visit**

Customised pre-assignment visit, which provides an overview of life in a new destination. Much more than just a tour, orientation visits provide detailed insights about different locations, and also discussion about the general way people live in the country.

- Comprehensive brief-taking to establish the requirements of the individual
- Search Consultant collects the client by car from their accommodation and drives them around the chosen areas. Their trip generally includes a sampling of housing options
- UK overview: brief insight into British culture and way of life, socioeconomic history and trends, the media, the legal system, political and economic climate, weather, holidays and traditions, banking, utilities, driving regulations
- Local area overview: including commute to work, housing, healthcare, education, shopping, local authority services, public and private transport, parks, places of worship, sites of historic or educational interest, leisure facilities, distances from airports / major cities
- Information pack including e.g. guide book to living in the UK, maps, Highway Code, local newspaper, area handbooks

## **Termination Of Tenancy Assistance**

- Full pre-departure briefing
- Notification of the end of the tenancy to agent or landlord in line with the terms of the tenancy agreement using the break clause.
- Acting as an intermediary for agent / landlord
- Giving advice on professional cleaning , damage repairs, fair wear and tear etc
- Arrangement of the check-out with agent / landlord, supplying an inventory clerk for attendance on behalf of the tenant to check the inventory and produce an in depth check out report
- Assistance with transfer of utilities and settling of final bills
- Negotiation of claims for dilapidation's to ensure the return of the deposit with minimal deductions. Ensuring the deposit is returned in a timely manner and assistance with arbitration if required.

## Assistance buying a property

### Standard Home Purchase

- Comprehensive briefing process by email and telephone / Skype
- Registration with local estate agents, auctioneers, etc. (approx. 50 agents)
- General advice on living in the UK and the UK school system
- Providing details of up to 50 properties (across a maximum period of 3 months), with agent contact details for you to arrange your own viewings

### Standard Plus Home Purchase

- Comprehensive briefing process by email and telephone / Skype
- Registration of details with local estate agents, auctioneers, etc. (approx. 50 agents)
- Preparation and provision of unaccompanied viewing programmes (up to 3 days of viewings)

### Executive Home Purchase

- Comprehensive briefing process by email and telephone / Skype
- Registration of details with local estate agents, auctioneers, etc. (approx. 50 agents)
- Up to 2 days **accompanied** viewings of a selection of suitable properties, including area orientation
- Advising on and making preliminary offers, updating all parties involved
- Introductions to professional services - builders, surveyors, solicitors, etc
- Negotiations, including agent liaison, until price agreed by purchaser and vendor
- Support as required up to the time of exchange of contracts
- Advice and assistance with removals and settling in services including assistance with bank accounts
- Welcome Pack of useful information including details of registering with local doctors, dentists etc.

### **Additional TRC Services**

- additional Home Viewing days (including additional research)
- Arrangement of Temporary Accommodation
- Settling In Services
- Arrangement of Personal banking/ Expatriate Banking
- Extension Of Lease =

### **Additional Services Arranged By TRC (external suppliers)**

- Household goods removals/shipment
- Cultural/language training
- HR services
- Work permits
- Visas
- Coaching
- Career guidance
- Furniture rentals
- Pet transport
- City video guides