

The Relocation Consultancy Ltd Service List 2014

**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 all 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. We request advance payment of 25% of this fee (plus VAT) per transferee to cover our own upfront costs.

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.

Over the years, we have worked with individuals across a range of industries with pleasing results. In fact, 100% of our customers say they would recommend us to a friend or colleague (Source: Customer Satisfaction Questionnaires, 2008-2011. Percentage figure based on all completed questionnaires received).

[If you need to arrange staff moves from the UK to worldwide destinations, our international relocation management division, Relolink, may be able to help. Via Relolink you gain access to some of the highest quality destination services in the world, all of whom have agreed to provide easy-buy packages at preferential rates. Please contact us at info@relolink.co.uk for more details – the prices below are specifically for TRC's services in the UK.]

A) Assistance finding the right rental home

1. **Standard Rental Home Search** - includes

- Comprehensive briefing process by email and telephone/ Skype
- Copy of 'TRC's Moving Notes'
- Copy of 'Tenants Notes'
- Property search and selection across a chosen geographical area, and details of up to 15 properties that meet the brief, with agent contact details

2. **Standard Plus Rental Home Search** - includes

- All included within **Standard Rental Home Search**, plus
- General advice on living in the UK and the UK school system
- Preparation of viewing programme
- **Accompanied** viewing programme, including area orientation
- Placing offer on property on your behalf

3. **Premium Rental Home Search** - includes

- All included within **Standard Plus Rental Home Search**, plus
- 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
- Approval of Tenancy Agreement (agreement provided by TRC where possible)

4. **Executive Rental Home Search** - includes

- All included within **Premium Rental Home Search**, plus
- Referral to or arrangement of associated relocation services i.e. removal companies, furniture rental companies, pet carriers
- Management of check in arrangements
- Advising utility companies and local council of occupancy
- General advice on settling in, including assistance with bank accounts
- 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
- **Optional extra** : Arranging check-in by an independent Inventory Clerk as tenant representative and forwarding of appropriate reports
- **Optional extra** : additional full days of accompanied viewings

B) Assistance buying a property

1. **Standard Home Purchase** includes

- 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

2. **Standard Plus Home Purchase** -Unaccompanied ,includes

- 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)

3. **Executive Home Purchase** - includes

- All included within **Standard Plus Home Purchase**, plus
- **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.

C) Assistance finding the right school

1. **Standard School Search** - includes

- A short brief-taking process to ascertain general requirements (e.g. primary or secondary school, state or independent school, preferred gender mix of school)
- 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)

2. **Standard Plus School Search** -includes

- 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)
- Research into spaces available within those schools, to allow you to arrange your own appointments for viewings

3. **Executive School Search** -includes

- Everything contained within **Standard Plus School Search**, plus
- Providing additional information about selected schools prior to visit; prospectuses sent to you (if time)
- Ongoing telephone/email advice on schooling, syllabuses, examinations, entry procedures, registration and fees as required
- **Accompanied** visits to a selection of appropriate schools with a TRC Consultant
- Organising registration for chosen schools

- Additional support where required e.g. organising assessments/examinations, confirming places with schools, organising uniform appointments

D) Additional TRC Services

- Additional viewing days
- Arrangement of Temporary Accommodation
- **Accompanied Area Orientation** – with consultant providing a comprehensive overview of an area, including discussing housing options, budgets, schooling, local transport and commuting options and local facilities etc.
- **Accompanied Area Orientation to include sample property viewings** – as above but to include showing a selection of houses to help set budgets and manage expectations.
- Services of a professional Inventory Clerk for property check-in or check-out
- Settling In Services
- Arrangement of Personal banking/ Expatriate Banking
- Tenancy Monitoring
- Extension Of Lease
- Negotiation of Tenancy & Agreement Check - to cover rental price, length of tenancy, date of entry, cleaning or decorating requirements, wish list, tenancy particulars, and handling of deposit. Intended to legally protect the tenants interests as much as possible
- Like For Like Valuations
- Termination Of Tenancy (incl. all aspects required for legal termination of a Tenancy Agreement, arranging relevant services (e.g. cleaning), termination of utilities, distributing reports, and negotiations for deposit return)

E) Additional Services Arranged By TRC (external suppliers) – prices on application

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