



'Specialists in Corporate Relocation'

Website Print-Out

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## Introduction

**Home Relocation** has a longstanding and enviable reputation for providing practical relocation advice and assistance to companies and their transferees moving across the region, throughout the United Kingdom and globally. By the use of specialist knowledge and understanding the company achieves a high level of client care.

A wide variety of relocation and support services is provided by the company. These range from immigration, international and domestic destination services to removal, accommodation and group move management.

By keeping its dealings with its clients simple and straightforward, the company provides solutions to client's needs which are both relevant, and cost effective.

The company is committed to improving standards by the training supported by the Association of Relocation Professionals (ARP) in the UK, and the European Relocation Association (EuRA) in Europe and globally.

## Work Permits & Immigration

Partnering with advisors, registered with the Office of the Immigration Services Commissioner (OISC), **Home Relocation** is able to provide the expert advice and interpretation of current immigration legislation necessary to support and submit applications.

- UK Work Permit Applications & Immigration support
- Guidance through the process of obtaining a UK Visa for entry into the UK
- Applications to the UK Home Office
- Assistance with appropriate Registration on arrival
- Consultancy on Immigration issues and policies
- Work Permits & Visas for the Global Assignee transferring throughout the World

## International Relocation

**Home Relocation** can provide all the service elements required to enable a Transferee and their family to be efficiently moved across the world between assignments. Alternatively a flexible range of any of these destination services may be provided

Our experience and partners enable us to manage the personal processes of each relocation with care for the Transferee, and the administration cost effectively for the employer.

Through a single point of contact, we provide the personal support necessary to enhance the success of an expatriate's assignment.

**Home Relocation** make an assessment of all the relocation requirements from our Transferee Questionnaire, by discussion and E-mail contacts with the Transferee before arrival, managing the complete process to completion.

### International Relocation > Preview Visit

**Home Relocation** can arrange a Preview Visit to assist Transferees to come to an informed decision on acceptance of an assignment or to address any range of questions they may have relating to the locality enabling Transferees to reassure themselves before their arrival on assignment.

- Accompanied visit to residential areas and appropriate properties
- Overview of transport and other local amenities.
- Preview of schools and available childcare facilities

### International Relocation > Area Familiarisation

- Provide overview of living in the United Kingdom
- Supply local & general information
- Accompanied familiarisation tour of residential areas and properties.
- Identify local infrastructure -transport, workplace, shopping, leisure and educational facilities
- Choosing areas to search for a new home

## International Relocation > Home Finding

**Home Relocation** fully supports a Transferee's search and selection of their new Home.

- Pre-arrival Contact with Transferee and assessment of housing requirements
- Provide Transferee with questionnaire before departure and discuss requirements.
- Research and selection of suitable available properties to meet the Transferee's requirements.
- Accompanied viewing of suitable homes.
- Support the Transferee in their choice with additional required information
- Unaccompanied viewing appointments with agents only and mapped itineraries may be provided for Transferees if preferred.

## International Relocation > School Finding & Educational Support

**Home Relocation** provide a comprehensive range of educational support for expatriate families moving with children of all ages.

- Pre arrival assessment of the children's educational needs.
- Explanation of the UK educational system in & local choices available.
- Provide information on suitable state, private independent, and international schools
- Arrange school visits for parents
- Assist in selection and registration following visits
- Visits may be accompanied by consultants if required.

## International Relocation > Tenancy Negotiations

When a new home has been chosen **Home Relocation** provide the following assistance at the commencement and during the assignment.

### Tenancy Negotiations, Move In & Tenancy Renewals

- Agree terms of Tenancy with agent
- Negotiate Tenancy Agreement to meet client's requirement
- Coordinate initial payments and ensure documentation completion
- Complete inventory Check In
- Connect or transfer utilities to account holder
- Transfer UK Council Tax account to new occupier

### Renewals

- Give Tenant adequate notice to enable renewal or termination of tenancy
- Negotiate Tenancy renewals on behalf of the Tenant

### Purchase Negotiation

- Negotiate best terms for purchaser
- Liaise with Solicitors & Surveyors on behalf of client

## International Relocation > Settling In Assistance

Transferees are provided with comprehensive Settling In support including the provision or arrangement of the following.

- Local area information
- Transportation guide & commuting advice
- Medical, Dental & A&E Hospital facilities
- Bank Account & Credit Card application assistance
- Insurance
- Driving Instruction
- National Insurance application
- Television and communications
- Short term furniture rental

## International Relocation > Removal Management

Home Relocation manage and co-ordinate all aspects of the removal of the personal possessions on behalf of a Transferee either from their present to their new home or into storage.

- Pre move assessment for quotations from removal contractors
- Packing,
- Shipping or storage
- Insurance
- Customs clearance
- Delivery and unpacking

## Departure Assistance

**Home Relocation** provides a full range of Departure services to enable a Transferee and their family to be efficiently moved across the world between assignments or to be repatriated.

- Termination of Tenancy
- Property cleaning and preparation for closedown,
- Termination or transfer of utility accounts, & mail forwarding.
- Advice on the closure of bank & service accounts
- Inventory Check Out & Dilapidation Negotiations
- Recovery of deposits paid
- Management and co-ordination of onward removals  
Repatriation Support

## **Repatriation Support**

Home Relocation also provides Repatriation Support for those Transferees returning to the UK following extended periods on assignment away from their home country. Their expectations and concerns on returning are sympathetically addressed and ongoing support provided.



## Domestic Relocation

**Home Relocation** can provide all the service elements required to enable a Transferee and their family to be efficiently moved within the UK between assignments. Alternatively a flexible range of any of these domestic services may be provided

Our experience and partners enable us to manage the personal processes throughout with care for the Transferee, while administering the relocation cost effectively for the employer.

Through a single point of contact, we provide the personal support necessary to enhance the success of the assignment.

**Home Relocation** make an assessment of all the relocation requirements by consultation with the client and from our Questionnaire, and E-mail contacts with the Transferee before the move, managing the complete process to completion.

### Domestic Relocation > Preview Familiarisation

**Home Relocation** can arrange a Preview Familiarisation to assist Transferees to come to an informed decision on acceptance of an assignment or to address any range of questions they may have relating to the locality, enabling them to target areas to live in and reassure themselves before their arrival on assignment.

- Supply local information and general familiarisation with the area
- Accompanied familiarisation tour of residential areas and properties.
- Overview of local infrastructure -transport, workplace, shopping, leisure and other amenities.
- Preview of schools and available childcare facilities
- Choosing areas to search for a new home

## Domestic Relocation > Home Finding

Home Relocation fully support a Transferee's search and selection of their new Home whether for rental or purchase.

- Pre-arrival Contact with Transferee and assessment of housing requirements
- Provide Transferee with questionnaire before departure and discuss requirements.
- Research and selection of suitable available properties to meet the Transferee's requirements.
- Accompanied viewing of suitable homes.
- Support the Transferee in their choice with additional required information
- Unaccompanied viewing appointments with agents only and mapped itineraries may be provided for Transferees if preferred.

## Domestic Relocation > School Finding & Educational Support

Home Relocation provides a comprehensive range of educational support for families moving with children of all ages.

- Pre arrival assessment of the children's educational requirements.
- Explanation of the local choices available.
- Provide information on suitable state, private independent, and international schools
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- Assist in selection and registration following visits
- Visits may be accompanied by consultants if required.

## Domestic Relocation > Negotiation Assistance

When a new home has been chosen Home Relocation provide the following assistance at the commencement and during the assignment.

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## Domestic Relocation > Settling In Assistance

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- Local area information
- Transportation guide & commuting advice
- Medical, Dental & A&E Hospital facilities
- Insurance
- Television and communications
- Short term furniture rental.

## Domestic Relocation > Removal Management

**Home Relocation** manage and co-ordinate all aspects of the removal of the personal possessions on behalf of a Transferee either from their present to their new home or into storage.

- Pre move assessment for quotations from removal contractors
- Packing
- Removal or storage
- Insurance
- Delivery and unpacking.

## Further Services

**Home Relocation** offers a range of support services to assist clients to settle their transferees into their new environment. These include assistance with banking requirements, interim accommodation, furniture rental, pet relocation and taxation issues.

Language and intercultural training are also available for international expatriates.

Group moves can also be planned and tenancy management provided throughout assignments.

### Further Services > Expatriate Banking

**Home Relocation** can provide the assistance necessary to guide Expatriates moving to work in the UK through the application processes of opening both Sterling Bank Accounts and Sterling Credit Card accounts before their arrival in the UK on assignment.

All the benefits of internet, telephone and branch banking are available alongside a full range of banking services designed to meet the specific needs of employees on the move.

### Further Services > Temporary Accommodation

**Home Relocation** can offer a selection of spacious and cost effective short term fully furnished and equipped accommodation providing the flexibility to bridge the gap on arrival in the UK until furnishings are shipped from abroad or a new home found.

Comfortable short term serviced accommodation can be arranged to meet the requirements of the assignee, short-term contractor or business traveller. The requirement is met for self-contained limited period accommodation with the extra space not normally available in hotels and flexibility beyond that available from usual tenancies.

We arrange fully furnished and equipped luxury apartments, of various sizes all at competitive rates.

## Further Services > Furniture Rental

**Home Relocation** can provide and arrange installation of a full range of furnishing options on either a short term or medium term rental basis, or for the full length of an assignment. A complete range of Furnishings, House wares, Appliances, Linen, Leisure electrical equipment can be provided quickly and efficiently installed.

- **Short Term Rental** enables a Transferee to move into their new home while awaiting delivery of their own personal furnishings during shipping.
- **Medium Term Rental.** This option enables properties to be furnished and equipped for the medium term assignment where moving furnishings for the short period is neither an operational or cost effective option.
- **Long Term Rental.** The furnishing of a Transferee's new home can be customised to meet their requirements for the full length of the assignment, thus avoiding the cost of shipping their personal possessions for long distances across the world.

## Further Services > Pet Relocation & Quarantine

**Home Relocation** assists families wishing to bring pets into the UK and makes all the arrangements for either the import or export of these animals. By ensuring that all the necessary procedures are correctly and efficiently carried out the relocating pet owner is spared any concern about their pet's care during transit or quarantine. Among the services that Home Relocation can provide are included the following: -

- Veterinary checks and certification prior to departure
- Obtaining licences & transport documentation
- Provision of IATA approved travelling crates.
- Flight booking and boarding prior to departure
- Customs clearance on arrival at point of entry to UK
- Delivery of pet to new home or into quarantine
- Pet Quarantine services

## Further Services > Expatriate Tax

By partnering with a company registered with the Association of Taxation Technicians (ATT) as a member in practice **Home Relocation** can assist with the following Taxation issues.

### Expatriates entering the UK

If you are coming to work in the UK, we can help you organise your finances to minimise the tax you pay. How you are taxed in the UK depends on how long you intend to stay in the UK, where you are paid and where your income and investments are located.

### Employers bringing expatriates to work in the UK

If you are bringing employees from overseas to work in the UK, we can help ensure that you comply with your employer obligations and save the company money.

### Employers sending expatriates out of the UK

If you are sending employees to work overseas, we can help ensure that you comply with your employer obligations and save the company money.

The Association of Taxation Technicians is the leading professional body for those providing tax compliance services and related activities in the UK. ATT members are qualified by examination and practical experience to assist individuals and businesses in complying with their tax obligations. All members are subject to an ethical code that governs their professional conduct and to a training programme for continuing professional development.

## Further Services > Language Training

**Home Relocation** provides a range of different forms of language training to enable their client's employees and their families to be able to communicate effectively in business and domestic situations.

- English tuition for incoming expatriate business people specialising in the requirements of business communication.
- On going language support for parents and children on assignment in the UK or other countries.
- Language schools for children entering the UK whose first language is not English
- Language training for outgoing transferees or those requiring to communicate more effectively with business partners from other countries.
- Language training for children expatriating with their families
- Flexible language training to meet the specific requirements of any individual or group

## Further Services > Intercultural Training

Home Relocation can provide a full range of cultural briefings to assist in understanding the issues that are encountered during international relocations.

A crucial insight is provided into the following and practical guidance on how they can best be addressed by out going expatriates or incoming transferees -

### An Introduction to the country

- Culture, social, historical, political and economic background

### Living and working in the country

- Social behaviour, attitudes and values in a different culture
- Leisure and education in the host country
- The Transferee and their family's reaction to the host culture

### Conducting business in a new culture

- Leadership styles, decision-making, meetings & etiquette
- Work-life balance, etiquette, & social life
- Training programs for children
- Training programs prior to repatriation



## Further Services > Group Moves

Home Relocation is experienced in the co-ordination and management the specialist services required for the movement of groups within or outside the United Kingdom. The services provided are tailored to specifically meet the requirements of our client organisation.

The following can be offered: -

- Group orientation tours and information packs
- Home finding
- Educational assistance
- Counselling and advice for employee and partner
- Removal or storage
- Insurance
- Independent Financial Advice

## Contact Us

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