



## Premier Corporate Relocation Services – An Overview

### Introduction

Our corporate relocation services are completely tailored to the needs of the company, your employees and their family. For over twenty five years we have been successfully relocating employees from abroad and within the UK, and have built up a wealth of knowledge and experience in all aspects of the transferring process.

For the employee relocation can be stressful, often involving a change in job, home and country. Our key focus is to help them and their family familiarise themselves with their new surroundings, find suitable accommodation and settle-in, enabling them to concentrate fully on their new assignment.

The key elements of our corporate relocation services are detailed below.

### Familiarisation and Orientation

Our familiarisation and orientation programme enables your employee and their family to learn about their new surroundings and gives them the confidence to make informed decisions prior to their relocation.

We will take a full brief of the families' requirements – including pets! – and then identify suitable geographical areas for them to live. We will also combine their needs with the requirements of the company relocation policy and provide detailed background information on living and working in the UK, schooling and proximity to towns and cities, commuting times and costs.

#### Familiarisation and Orientation Programme: Service Elements

- Employee meeting to understand requirements
- Selection of geographical areas
- Schooling and education information
- Orientation drive
- Background pack on living and working in UK

One element that can really aid in the pinpointing of the area is an orientation drive – a personalised visit to the areas under consideration can give you insight into new surroundings to aid understanding and familiarity as well as providing an indication of commuting times and limitations.

### Home Search

Choosing the right home is a very important decision in any employee relocation. Working in tandem with our familiarisation and orientation programme we will organise initial temporary accommodation, prepare a short-list of prospective properties in line with the company relocation policy, arrange viewings and negotiate terms.

In a nutshell we will co-ordinate every aspect of the move to try and make the relocation as stress free for the employee and their family as possible.

#### Home Search: Service Elements

- Conduct home search
- Create property shortlist and provide details
- Book temporary – serviced accommodation
- Arrange a viewing itinerary
- Negotiate and secure tenancy

## Settling In

There are many things to consider for an employee and their family when relocating. It is our aim as professional corporate relocation agents to make the transition as stress free as possible. We will endeavour to do as much of the form filling as possible, including transferring utility bills to the employees name, advice on Broadband and Internet providers. Assist with opening a UK bank account, attending a check-in, sometimes rental furniture is required. We also provide details for obtaining a National Insurance number, details of the NHS and Healthcare, TV Licence, leisure facilities and on-line grocery shopping.

We will also deliver a cross-cultural briefing, provide information about religious venues, clubs and societies if required. And if the employee is moving their beloved pet with them we ensure they have all of the relevant information to ensure a pet stress free relocation as well.

### Settling In: Service Elements

- Provide a cross-cultural briefing
- Arrange utility connections
- Ensure all legal requirements satisfied
- Co-ordinate inventory check-in
- Advice on pet relocation

## Education Support

For a family relocating due to their employment, the educational needs of their children are often the main priority when selecting a new area to live. We can advise your employee of the UK education system and provide information on international,

private and state schools within the relevant geographical area.

The UK educational system is different to many other countries. Our service is not just about finding the schools which can offer a place(s) but also ensuring that each family is fully aware of the educational and school structure in the UK.

### Education Support: Service Elements

- Evaluation of educational needs
- Advise on UK education system
- Obtain school prospectuses
- Organise school tours
- Assist with applications

## In summary

Experience, research, professional knowledge, negotiation and personal service are all contributing factors to being successful as a professional corporate relocation agent. For more information and to give us the opportunity to use our skills on your behalf please contact Premier Corporation Relocation Services.

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email [enquiries@premier-propertysearch.co.uk](mailto:enquiries@premier-propertysearch.co.uk) or  
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