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## *WHY USE A RELOCATION CONSULTANT?*

When people relocate from overseas interstate or locally, it is a very difficult time for both the executive and their family. If they do not receive the help they need, the move can lead to dissatisfaction and disappointment that is costly for both the employee and the company.

Until the executive is secure and happily settled, they will not be totally effective in the workplace and, of course, it is the company that will suffer this loss of productivity.

Clearly, valuable executive time and energy should not be wasted in the process of settling in to a new city. By involving a relocation consultant who can advise and assist in every aspect of the relocation process, the employee will be more inclined to view the move as a positive step. A happy relocation should minimise any adverse impact on the executive's corporate performance.

As a result, the employee will also have greater appreciation and esteem for their employer if the company has assisted in making this major step in their lives (and their families) as smooth a process as possible.



## *HOW CAN COMPLETE HOME HUNTERS ASSIST?*

*Complete Home Hunters* has been established since 1995 and has relationships with regional, national and international affiliated companies with offices located in all major cities of Australia. The group provides a unique and personalised relocation service for Executives Professionals and families moving into location.

Our major long-term clients are varied and extensive from the mining petroleum, brewing, banking and other commercial industries. Some of these are Alcoa of Australia, Telstra, Phillips Oil Company Australia, Chevron Asiatic, Barclays Bank, Blake Dawson Waldron, Schlumberger Oilfield Services and its eight subsidiary companies and the Anglican Church.

The successful relocation of an employee into a new city requires the following:

- : a personal understanding and sympathetic approach to employees and their families at a very difficult time for them
- : a full appreciation of the wishes and needs of the employee and company
- : an extensive knowledge of the city and its environs with its wide variety of accommodation types and styles available
- : an understanding of the educational system that can influence where to live and the preferred schools to attend
- : and a knowledge of the lifestyle that will assist the employee and family to quickly assimilate into their new environment.

*Complete Home Hunters* consultants have experienced first hand the difficulties of overseas relocations and fully understand the concerns and unanswered questions of every employee relocating to a new home and work environment. The role of *Complete Home Hunters* consultant is to make the transition for each employee as smooth as possible, to assist with the timely location of temporary or permanent accommodation, identify special education needs of the family if appropriate and assist with school enrolments, and to generally help the employee settle in to their new environment.

Relocation services are provided in the form of a number of standard programs that can be tailored to suit the specific needs of an employee or company. A fee schedule for each of the programs described is available on request.

Furthermore, through a network of associates, *Complete Home Hunters* is able to provide assistance and contracts for the following services: -

- Cultural awareness briefing session
- Visa applications
- Special education requirements

and further details of these services can be provided on request.



## *WHY CHOOSE COMPLETE HOME HUNTERS?*

The relocation process can be an overwhelming experience and the choice of the right relocation consultant or real estate agent can save unnecessary anxiety and stress.

*Complete Home Hunters* are able to attend to all your concerns. We offer a comprehensive range of services to accommodate your needs. Our team is motivated to ensure that you are settled quickly and cost effectively into your ideal home.

Our assistance covers international or national transfers, or a move from just around the corner.

We are licensed property specialists, qualified to assist with home purchase, sale or property rental.

Our consultants are trained to advise on all Sydney lifestyle concerns, such as finding that special home in your preferred area, school information, tourist attractions, introductions to local societies and clubs, or pet boarding.



## *DIRECTORY OF SERVICES*

Everyone is different, and every relocation has different needs. That is why we listen to your individual specifications and then cater and organise services to your requirements.

- Purchasing of property, whether that be the ideal new home or an investment property
- Locating the appropriate rental property
- Specialise in special needs customers
- Managing rental properties
- Lease management
- Relocation services into any other state in Australia
- Office relocation
- Interim short term accommodation
- Orientation tour of Sydney suburbs and types of housing available
- Migration and Visa service providers
- Personal welcome and airport pick-up
- Hire car arrangements
- Referral advice on legal and financial matters
- Furniture and personal effects packing, unpacking or storage
- Furniture rental
- Decorating
- Education assistance: infant, primary, secondary, tertiary or adult education
- Baby sitters, childcare centres and preschools
- Pet boarding advice
- Utility connections
- Health and medical information
- Community information
- Introduction to social connections and clubs
- Advice on restaurants, shopping centres, theatres, art galleries, museums, day tours, guided walks
- Continued follow-up support and 24 Hour hotline.



## *COMPLETE EXECUTIVE PROGRAM*

This program provides a complete relocation service. However, it can be altered to cater to specific needs. After a discussion regarding requirements, a questionnaire is completed.

The Complete Executive Program provides the following services:

- A personal welcome and airport pickup
- Arrangement of short term accommodation in Sydney and stocking with initial food supplies (if required)
- Orientation tour of Sydney suburbs and types of housing available. After this day, a suitable area should have been chosen
- Extensive research of desired residential area to locate appropriate properties meeting specified requirements
- Viewing of selected properties until a desired property is secured
- Negotiations with agent. Assist Lease preparation. Diplomatic Clauses
- Support and liaison with legal representation
- Supervise final inspection and Condition Report
- Education advice and sourcing
- Arrange connection of utilities such as telephone, gas, electricity
- Advice on unpacking, and furniture hire or purchase
- Pet boarding arranged
- Community Profile with information on local amenities including library, rubbish collection, local facilities, medical services and societies and clubs
- Follow-up support until settled into community.
- Lease management throughout tenancy.



## *HOME PURCHASE PROGRAM*

Buying property can be a time wasting, stressful and overwhelming experience. Allow *Complete Home Hunters* to alleviate these problems.

After discussing your requirements and the completion of our questionnaire, your *Complete Home Hunters* consultant will:

- Extensively research your desired residential or commercial area and find appropriate properties that meet your requirements
- Regular presentations of appropriate properties
- Establish contact with Estate Agents in recommended areas
- Arrange inspections of suitable properties until desired property secured
- Extensive current market research on properties, streets and suburbs.
- Arrange and supervise building and pest inspections
- Referrals to legal and financial services
- Advice and assistance with purchase negotiations (including representation at auction) and follow through support until settlement.
- Advice on unpacking, and furniture hire or purchase
- Arrange connection of utilities such as telephone, gas, electricity
- Provide a Community Profile with information on local amenities including library, paper delivery, rubbish collection, local facilities, medical services and societies and clubs

If you wish to select any of our other previously listed services to complement this program, we can customise a package to meet your individual needs.