



## Orientation

**\$PLUS GST**

Elite's Orientation Service is designed to familiarise our clients with their destination city prior to their relocation. It can be coordinated around a business trip to minimise expenses. It is invaluable to those who need to make an informed decision or for those who need the extra reassurance that local knowledge brings.

The service includes:

- Contact with client pre-arrival obtaining a comprehensive Needs Analysis
- Relocation consultant matched and assigned to the executive and family
- Assistance with short term accommodation options
- Collection from accommodation or office
- Accompanied overview of destination city
- Introduction and tour of appropriate suburbs with clear outline of merits
- House inspections demonstrating rental or purchase price relativity
- Inspection of educational options with explanation of schooling system if required
- Introduction to leisure and shopping facilities
- Outline of clubs and societies of interest
- Cultural awareness guidance
- Specific information relating to individual needs
- Email support and follow-up after orientation visit until next arrival
- Provision of comprehensive 'Welcome' document and information pack with detailed information on destination city and country including:
  - cost of living indicators;
  - where to source cars;
  - licensing requirements;
  - establishment of bank accounts;
  - tax file number applications
  - short or long term furniture rental information and recommendations;
  - information on the public and private health options; and,
  - places of interest outside destination city.

Elite's 'Dedicated Home Search' is an accompanied assistance program securing a suitable rental home for the executive and family.

The service includes:

- Contact with client pre-arrival obtaining a comprehensive Needs Analysis
- Relocation consultant matched and assigned to the executive and family
- Coordination of removal quotations for personal effects and family pets if required
- Provision of short term accommodation options if required
- Assessment of housing needs; research of available properties and selection of most appropriate for inspection
- Liaison with the property manager regarding access to homes for inspection
- An itinerary of potential homes (with images, features of the properties, address, price, map references and appointment times) provided
- Accompanied inspection of shortlisted properties including pick up from short-term accommodation or office
- Negotiation and advice on rental terms and conditions
- Information and explanation on the clauses of the tenancy agreement and documentation
- Assistance with the connection of utilities
- Advice on furniture hire or purchase if required
- Community profile containing research of area around chosen home and provision of council information, details of leisure activities, shopping requirements and medical facilities
- Ongoing advice and spousal support after the move including introductions to other families and networking functions
- Provision of comprehensive 'Welcome' document with detailed information on destination city and country including:
  - cost of living indicators;
  - where to source cars;
  - licensing requirements;
  - establishment of bank accounts;
  - tax file number applications
  - short or long term furniture rental information and recommendations;
  - information on the public and private health options; and,
  - places of interest outside destination city.

## Unaccompanied Client Home Search

**\$PLUS GST**

Elite's Unaccompanied Client Search is an assistance program where a dedicated Elite consultant conducts the research, analyses the best options within the current market, and prepares an itinerary for our client to follow unaccompanied to secure a suitable rental home.

The service includes:

- Contact with client pre-arrival obtaining a comprehensive Needs Analysis
- Relocation consultant matched and assigned to the executive and family
- Coordination of removal quotations for personal effects and family pets if required
- Provision of short term accommodation options if required
- Assessment of housing needs; research of available properties and selection of most appropriate for inspection
- Liaison with the property manager regarding access to homes for inspection
- An itinerary of potential homes (with images, features of the properties, address, price, map references and appointment times) provided
- Negotiation and advice on rental terms and conditions
- Information and explanation on the clauses of the tenancy agreement and documentation
- Assistance with the connection of utilities
- Advice on furniture hire or purchase if required
- Community profile containing research of area around chosen home and provision of council information, details of leisure activities, shopping requirements and medical facilities
- Ongoing advice and spousal support after the move including introductions to other families and networking functions
- Provision of comprehensive 'Welcome' document with detailed information on destination city and country including:
  - cost of living indicators;
  - where to source cars;
  - licensing requirements;
  - establishment of bank accounts;
  - tax file number applications
  - short or long term furniture rental information and recommendations;
  - information on the public and private health options; and,
  - places of interest outside destination city.

Elite's Unaccompanied Consultant Search is an assistance program where a dedicated Elite consultant conducts the research, analyses the best options within the current market, and prepares an itinerary of properties to inspect. The Consultant will undertake the property inspections without the client, reporting back on the features and feel of each shortlisted property. Thorough consultation with the client allows the consultant to follow the application process through to completion to secure a suitable rental home.

The service includes:

- Contact with client pre-arrival obtaining a comprehensive Needs Analysis detailing requirements
- Relocation consultant matched and assigned to the executive and family
- Coordination of removal quotations for personal effects and family pets if required
- Provision of short term accommodation options if required
- Assessment of housing needs; research of available properties and selection of most appropriate for inspection
- Liaison with the property manager regarding access to homes for inspection
- An itinerary of potential homes (with images, features of the properties, address, price, map references and appointment times) prepared and communicated to the client
- Completion of the itinerary communicating to the client the advantages and disadvantages of each property. Where possible the Consultant will speak with the client whilst walking through the property, will take photos and measurements
- Negotiation and advice on rental terms and conditions
- Information and explanation on the clauses of the tenancy agreement and documentation
- Assistance with the connection of utilities
- Advice on furniture hire or purchase if required
- Community profile containing research of area around chosen home and provision of council information, details of leisure activities, shopping requirements and medical facilities
- Ongoing advice and spousal support after the move including introductions to other families and networking functions
- Provision of comprehensive 'Welcome' document with detailed information on destination city and country including:
  - cost of living indicators;
  - where to source cars;
  - licensing requirements;
  - establishment of bank accounts;
  - tax file number applications
  - short or long term furniture rental information and recommendations;
  - information on the public and private health options; and,
  - places of interest outside destination city.

Elite's Comprehensive Home Search' is an accompanied assistance program covering all aspects of the executive and family's relocation and settlement into a suitable rental home.

The service includes:

- Contact with client pre-arrival obtaining a comprehensive Needs Analysis
- Relocation consultant matched and assigned to the executive and family
- Coordination of removal quotations for personal effects and family pets if required
- Regular communication pre-visit with client sending sample properties and suburb information
- Provision of short term accommodation options
- Orientation and tour of each selected suburb with clear outline of merits
- Assessment of housing needs; research of available properties and selection of most appropriate for inspection
- Liaison with the property manager regarding access to homes for inspection
- An itinerary of potential homes (with images, features of the properties, address, price, map references and appointment times)
- Accompanied inspection of identified properties including pick up from short-term accommodation or office
- Negotiation and advice on rental terms and conditions
- Information and explanation on the clauses of the tenancy agreement and documentation
- Assistance with the connection of utilities
- Advice on furniture hire or purchase if required
- Help on moving-in day including coordinating rental or client's own furniture arrival times if required
- Thorough house inspection and check of condition report (for the purpose of protecting you from any discrepancies that may prevent bond return)
- Community profile containing research of area around chosen home and provision of council information, details of leisure activities, shopping requirements and medical facilities
- Ongoing advice and spousal support after the move including introductions to other families and networking functions
- Provision of comprehensive 'Welcome' document with detailed information on destination city and country including:
  - cost of living indicators;
  - where to source cars;
  - licensing requirements;
  - establishment of bank accounts;
  - tax file number applications
  - short or long term furniture rental information and recommendations;
  - information on the public and private health options; and,
  - places of interest outside destination city.

## Comprehensive Home Search & Education (or child care)

**\$PLUS GST**

Elite's Comprehensive Home Search and Education Service is an accompanied assistance program covering all aspects of the executive and family's relocation and settlement into a suitable rental home in conjunction with school selection and enrolment.

The service includes:

- Contact with client pre-arrival obtaining a comprehensive Needs Analysis detailing both housing and educational requirements
- Relocation consultant matched and assigned to the executive and family
- Coordination of removal quotations for personal effects and family pets if required
- Provision of short term accommodation options if required
- Orientation and tour of appropriate suburbs with clear outline of merits
- Information on the education and child care systems available in the destination city including alternative options as appropriate
- An itinerary of potential options (with web-site details, features of the school or centre, address, fees, map references, zone and appointment times)
- Accompanied inspection of available schools, kindergartens or childcare places until children's placements are selected
- Information and assistance with application and enrolment procedures;
- Assessment of housing needs; research of available properties and selection of most appropriate for inspection
- Liaison with the property manager regarding access to homes for inspection
- An itinerary of potential homes (with images, features of the properties, address, price, map references and appointment times) provided
- Accompanied inspection of identified properties including pick up from short-term accommodation or office
- Negotiation and advice on rental terms and conditions
- Information and explanation on the clauses of the tenancy agreement and documentation
- Assistance with the connection of utilities
- Advice on furniture hire or purchase if required
- Help on moving-in day including coordinating rental or client's own furniture arrival times if required
- Thorough house inspection and check of condition report (for the purpose of protecting you from any discrepancies that may prevent bond return)
- Community profile containing research of area around chosen home and provision of council information, details of leisure activities, shopping requirements and medical facilities
- Ongoing advice and spousal support after the move including introductions to other families and networking functions
- Provision of comprehensive 'Welcome' document with detailed information on destination city and country including:
  - cost of living indicators;
  - where to source cars;
  - licensing requirements;
  - establishment of bank accounts;
  - tax file number applications

- short or long term furniture rental information and recommendations;
- information on the public and private health options; and,
- places of interest outside destination city.

Elite's Home Purchase service represents comprehensive market knowledge, experience, and industry networks to facilitate all aspects of real estate purchase and associated relocation.

The service includes:

- Contact with client pre-arrival obtaining a comprehensive Needs Analysis
- Relocation consultant matched and assigned to the executive and family
- Provision of short term accommodation options if required
- Collection from accommodation or office
- Accompanied overview of destination city
- Introduction and tour of appropriate suburbs with clear outline of merits
- Research on historic values and market trends in areas selected
- Introduction to real estate agents who will be given a clear brief of needs
- Accompanied property inspections demonstrating price relativity
- Information and assistance regarding purchase of a home including coordination of building inspection, pest inspection, solicitor and surveyor (if required)
- Assistance in understanding the purchase process and support through auction or private sale
- Assistance with the connection of utilities
- Coordination of quotations for relocation of personal effects and family pets if required
- Assistance on moving-in day including coordinating furniture arrival times
- Receiving delivery of rental furniture or household goods, marking off itemised boxes on unloading
- Ongoing advice and spousal support after the move including introductions to other families and networking functions
- Provision of comprehensive 'Welcome' document with detailed information on destination city and country including:
  - cost of living indicators;
  - where to source cars;
  - licensing requirements;
  - establishment of bank accounts;
  - tax file number applications
  - short or long term furniture rental information and recommendations;
  - information on the public and private health options; and,
  - places of interest outside destination city.



Elite's Home Purchase & Education service represents comprehensive market knowledge, experience, and industry networks to facilitate all aspects of real estate purchase and associated relocation in conjunction with school selection and enrolment.

The service includes:

- Contact with client pre-arrival obtaining a comprehensive Needs Analysis
- Relocation consultant matched and assigned to the executive and family
- Provision of short term accommodation options if required
- Collection from accommodation or office
- Accompanied overview of destination city
- Introduction and tour of appropriate suburbs with clear outline of merits
- Information on the education and child care systems available in the destination city including alternative options as appropriate
- An itinerary of potential options (with web-site details, features of the school or centre, address, fees, map references, zone and appointment times)
- Accompanied inspection of available schools, kindergartens or childcare places until children's placements are selected
- Information and assistance with application and enrolment procedures;
- Research on historic values and market trends in areas selected
- Introduction to real estate agents who will be given a clear brief of needs
- Accompanied property inspections demonstrating price relativity
- Information and assistance regarding purchase of a home including coordination of building inspection, pest inspection, solicitor and surveyor (if required)
- Assistance in understanding the purchase process and support through auction or private sale
- Assistance with the connection of utilities
- Coordination of quotations for relocation of personal effects and family pets if required
- Assistance on moving-in day including coordinating furniture arrival times
- Receiving delivery of rental furniture or household goods shipment, marking off itemised boxes on unloading
- Ongoing advice and spousal support after the move including introductions to other families and networking functions
- Provision of comprehensive 'Welcome' document with detailed information on destination city and country including:
  - cost of living indicators;
  - where to source cars;
  - licensing requirements;
  - establishment of bank accounts;
  - tax file number applications
  - short or long term furniture rental information and recommendations;
  - information on the public and private health options; and,
  - places of interest outside destination city.

Elite's Departure Service encompasses all aspects of vacating a home.

The service includes:

- A comprehensive Needs Analysis
- Relocation consultant matched and assigned to the executive and family
- Liaise with real estate agents regarding leasing of home
- Negotiate with property managers regarding property management
- Assessment of property condition against condition report completed upon occupancy – photos provided
- Advice and assistance on preparing the home for handover to the property manager including the coordination of cleaning and repairs
- Coordination of quotations for personal effects and family pets if required. Compare and negotiate price and inclusions
- Liaise with chosen removalist regarding dates for uplift of airfreight, shipping and storage
- Inventory of goods to be shipped, sent by airfreight or stored
- Label items to be sent by airfreight, sea freight, storage, disposed and sent to charity recipients
- Assistance in days of packing and uplift
- Arrange for disposal of unwanted goods and collection of charity items
- Final securing of property and return of keys to property manager
- Liaising with dealers for sale of cars and furniture not being taken
- Arranging homes for pets who will not be relocating with the family
- Lodgement of mail forwarding documents with Post Office
- Cancellation or redirection of club memberships
- Contact all relevant authorities for utility cancellation and final billing
- Assistance with short term accommodation options in destination city
- Ongoing support after move.

Elite's Departure Service encompasses all aspects of vacating a home.

The service includes:

- A comprehensive Needs Analysis
- Relocation consultant matched and assigned to the executive and family
- Advice on property management selection if property to be leased
- Advice on real estate sales selection if property is to be sold
- Advice and assistance on preparing the home for handover to the property manager or for sale including the coordination of cleaning and repairs
- Act as liaison between property manager or sales agent
- Coordination of quotations for personal effects and family pets if required. Compare and negotiate price and inclusions
- Arrange for garden clean up and ongoing maintenance
- Schedule swimming pool care if required
- Liaise with chosen removalist regarding dates for uplift of airfreight, shipping and storage
- Inventory of goods to be shipped, sent by airfreight or stored
- Label items to be sent by airfreight, sea freight, storage, disposed and sent to charity recipients
- Assistance in days of packing and uplift
- Arrange for disposal of unwanted goods and collection of charity items
- Final securing of property and return of keys to property manager
- Liaising with dealers for sale of cars and furniture not being taken
- Arranging homes for pets who will not be relocating with the family
- Lodgement of mail forwarding documents with Post Office
- Cancellation or redirection of club memberships
- Contact all relevant authorities for utility cancellation and final billing
- Assistance with short term accommodation options in destination city
- Ongoing support after move.

Elite's Elite service is specifically focused on attracting senior executives and their families to Australia

The service includes:

- Accommodation recommendations and booking
- Experienced and knowledgeable consultant accompanies our client on an itinerary prepared to promote the merits of the destination city
- Showcasing the city of choice highlighting memorable events and activities
- Experiencing sites of particular interest to the family
- Dining at distinguished restaurants
- Answering and addressing any questions or concerns the executive and family may have about relocating
- Assistance in fostering enthusiasm for living in the destination city.