

## our packages and prices

### pre-relocation information

- establishing the clients' requirements and wishes regarding location, transportation, and other activities
- careful analysis of possible living areas
- briefing on local conditions, such as housing situation, shopping, cost of living, schools, cultural and sports facilities etc.
- pre-arrival information package with general information on Switzerland and the Swiss way of life, geography, transportation, (expatriate) community life, educational systems, tax system, public administration, banks and post offices, etc. – document folder for client to keep

### housing service

- clients receive a pre-selected list of accommodation suiting their individual needs, preferences, and budget guidelines
- we take clients on a tailor-made tour of suitable housing (approx. 6-9 options) for one or several days, depending on the prevailing housing market situation
- we negotiate with landlords and real-estate agents until the contract is signed
- we organise all utilities and communication installations
- we organise and oversee workmen and handy men
- we assist with (legally required) insurance covering
- we take over rented property on client's behalf (property check-in)
- we accompany clients to their local council registration
- we help them get their Swiss driver's licence
- post-arrival welcome package, to get you started in your new everyday, with printed information on local infrastructure – shops, schools, public transport, babysitting, pets, leisure activities, restaurants, healthcare, dentists, emergency services, English speaking doctors, clubs and social life, waste disposal and recycling, etc.
- trouble-shooting during the first two months: hotline service 24h/24h

### school assistance

- individual counselling and briefing about available options
- accompanied visits to selected schools and kindergartens

### temporary housing

- we offer the complete service as above also for only temporary housing
- good-bye Service: Handing over of rented property (property check-out), organising cleaning service, forwarding mail,

### good-bye package

- termination of lease contract, insurance, water and electricity, telecommunications contracts, etc.
- we arrange for professional moving and cleaning
- we find a replacement tenant
- we hand over rented property on client's behalf (property check-out)
- we help with the sale or disposal of used furniture
- we accompany clients to local councils for checking-out formalities
- forwarding mail, recapturing deposits, etc.