



MOVE IN PACKAGE - Basics

Prior to arrival

- Preparation of the file
- First contact with the Expat
- Gathering the necessary Information from the Expat
- Extending pre-move information and advice for the Expat
- Booking of a temporary apartment or hotel
- Organizing the move of the household goods

At arrival

- Welcome meeting
- House hunting
 - Preparation
 - Visits (1 days)
- Lease contract
 - Negotiations
 - Signing the contract on behalf of the Expat
 - Follow-up concerning the obligations of the Owner and the Tenant
- Ingoing Survey
 - Preparation
 - Attend (with or without the Expat)
- Utility connections: electricity, gas, water
- Multimedia : set up of telephone, TV, internet
- Banking
 - Assistance with opening a bank account
 - Assistance for the security deposit for the rental contract
- Insurances
 - Help with quotes for insurances, both mandatory and optional
- Legalities
 - Remote assistance for obtaining the residence card for the Expat (and family)
 - Remote assistance for the exchange of the driver's license
 - Remote assistance for obtaining a residence parking permit
 - Assistance with Social Security registration