

Package 1

Preview

Collaboration and Execution

Client Objective:

- Conveys a first impression of life in Switzerland and an insight into the real-estate market in general.
- Providing comprehensive information about special regional features and about important factors of daily life.
- Having a feel for the local way of life is an important part of the decision making process as to whether to accept an international assignment.
- Orientation of Basel and the region
- Arrange accompanied visits to schools and child care facilities if required
- Answering what is Switzerland really like? Will the whole family like it?
- What are the schools and houses like?
- Answering question about issues of daily living.
- Area orientation tour



Package 2.1

Orientation Day

Collaboration and Execution before moving to Basel

Client Objective:

- Meet the client at his hotel
- Area orientation tour
- School appointments if requested
- Real estate appointments 1-2 viewings
- Special interest facilities and other activities as requested
- Shopping and banking
- Public and private transportation
- Leisure and sports facilities



Package 2.2

Arrival

Client Objective



Collaboration and Execution with client

- Arrange keys for temporary accommodation x before they're arrival
- Pick up from the airport or station
- Take to the temporary accommodation
- They are getting a basic grocery package
- Removing the stress of the landing in the new location adding tremendous comfort to the journey and gives a healthy start to the relocation
- Provide information about the neighborhood of the temporary apartment
- Provide information about daily life in the general area (transportation system, schools, sports facilities, shopping areas)
- Assist client with opening a bank account
- Assist with purchase of transport passes and information on telecommunication services
- Registration with local authorities
- Assist client with finding the appropriate insurance solution (we offer you special conditions)

Package 3.1 – 3.2

Home Search

Client Objective
no orientation tour in
this package and no
school appointments

Rental costs are not
negotiable



Collaboration and Execution with client

HOUSE HUNTING / SETTLING IN

- Our service comprises the complete flat/house search and associated administrative concerns and requirements of the authorities
- Real estate appointments
- Introduction to furniture/appliances purchase
- Visits to shopping areas, medical facilities
- Special interest facilities and other activities as requested

Settling In

- Help to negotiate rental conditions
- Arrange lease contract
- Assistance to understand the lease contract, no full translation is included
- Arrange banking services and deposits
- Explanation of furniture/appliances usage
- Arrange for telephone installation and utility connections
- Agree on repairs and changes and perform the handover with you
- Assistance to obtain a Swiss driving licence for the associate and the spouse
- Assistance to register an associate's privately owned vehicle in host country

Package 4

Schooling

Collaboration and Execution with client

Client Objective:



Included in Search:

- We provide a first general view of the range of schools in Switzerland and advise families in the selection of suitable schools and day-care facilities.
- Detailed school searches needs and analysis
- Set up interviews with international schools/ daycares and Swiss schools.
- How to integrate a foreign student to a Swiss school? German language support class. Teamwork with school director to find the best solution
- Assist with registration
- School Search Comparison

Benefits

- Independent advise by education professional
- School search delivered by school with expert and local knowledge
- Local intelligence on and ongoing consultation to benefit your policy.

Package 5

Car Solutions

Collaboration and Execution with client

Client Objective

- Import/ Export when not included in arrival package
- Leasing
- Warranty
- Insurance
- Parking



Package 6

Departure

Client Objective:

Having this taken care of ensures that no item remains unattended allowing you to focus on your clients next destination and create a happy client base.



Collaboration and Execution with client

MARKETING ASSISTANCE

- Whether you would like to sell or rent out your property - we can assist with the advertising as well as establish appointments with potential customers to view the property.

MAINTENANCE ASSISTANCE

- Our maintenance assistance offers a complete coordination of house cleaning, gardener and minor repairs before putting the property for sale, rent or during the transferee assignment.

CANCELLATION ASSISTANCE

- Our assistante will help you cancel all existing contracts: rent, telephone, cable tv, closing bank accounts, postal service, sport clubs, etc.
- Manage property closure and negotiations with landlord
- Assistance at the hand over of the property

DE-REGISTRATION with local authorities

Assistance to deregister with local post office and forwarding of private mail to the new address.