

# RECN Corporate Relocation Guide

This guide provides HR teams and employees with a comprehensive roadmap for seamless corporate relocations.

## 1. Pre-Relocation Planning

- Designate point of contact (concierge and HR manager)
- Establish relocation budget and timeline
- Gather employee preferences and family needs
- Develop communication plan

## 2. Destination Area Research

- Provide neighborhood profiles and school information
- Highlight local amenities (healthcare, recreation, shopping)
- Offer cultural orientation materials

## 3. Home Search Coordination

- Match properties to employee criteria (budget, commute)
- Schedule and conduct virtual/in-person tours
- Assist with lease negotiation or purchase offers
- Review housing contracts and local regulations

## 4. Logistics & Moving Services

- Coordinate packing, shipping, and storage vendors
- Arrange temporary housing or extended stays
- Provide detailed moving checklists and timelines

## 5. Home Sale or Lease Management

- Consult on selling current home or terminating lease
- Manage staging, photography, and listing for sale
- Oversee lease transfer or subletting options

## **6. Employee Integration Support**

- Connect employees with community groups and networks
- Provide support for spouse/partner job searches
- Offer assistance with utility setup and service providers
- Schedule welcome and orientation events

## **7. Compliance & Legal Considerations**

- Advise on visa, tax, and legal requirements for international moves
- Ensure documentation for work permits and local registrations

## **8. Cost Tracking & Reporting**

- Track relocation expenses and vendor invoices
- Provide HR with detailed cost reports and savings analysis

## **9. Post-Relocation Follow-Up**

- Conduct employee satisfaction surveys
- Address any outstanding issues or concerns
- Review relocation performance metrics and optimize processes

*Download this Corporate Relocation Guide and partner with RECN for efficient, stress-free employee moves.*