

## CLIENT SERVICES QUESTIONNAIRE

So that we can provide you with the very best service available, we would like to know as much as we can about your objectives and your expectations for your relocation.

This Client Services Questionnaire asks what we believe are most of the questions that will enable us to provide a tailored solution for your relocating needs.

It is important for you that we understand the needs of everyone who is moving – you, your partner, any children and pets so please take the time to complete it as fully as possible.

Date	Move date		Our Reference
Services required (Check all that apply)	Individual	Corporate	Commercial - Please call or email us, do not use this form
Target location/country			
How did you hear of us?			

Personal details		
Title (Mr, Mrs etc)	You	Your Partner
First name		
Family name		
Nationality		
Present home address		
Telephone		
Fax		
Personal Email		
Cell/Mobile phone		
Your Employer's name		
Business address		
Telephone		
Fax		
Work email		
Cell/Mobile (If different)		
Company relocation contact (i.e HR Manager)		
Telephone		
Fax		
Email		
Website		



### About your new location

Town and area you wish to move to			
Suitable locations	City center	Town center	Suburb
	Small community	Rural	Other
Preferred residential districts if known			
Location of workplace in target country			
Max travel time to work			
How will you travel to work			
Cultural and Ethnic needs	Please detail any preferences relating to Cultural and Ethnic needs (For instance, Church, Mosque, Synagogue, Speciality food shops etc)		
Easy access to (Check all that apply, giving names if known)	Railway	Airport	
	Interstate/Motorway	Public transport	
	Schools	Shops	
	Medical Facilities	Sports Facilities	
	Entertainment	Other	

### TEMPORARY Rental accommodation required (Commonly called 'Corporate Housing')

Dates required	From	To	Furnished/Unfurnished
Min number of rooms	Reception	Bedrooms	Bathrooms
Other rooms required	Study	Utility	Conservatory/Porch
	Basement	Other (Specify)	
Parking/garage	None	Off street	Single garage
	Double garage	Triple + garage	
Yard/Garden	None	Small (Up to 2,000 ft <sup>2</sup> )	
	Medium (2,000 to 10,000 ft <sup>2</sup> )	Large (10,000+ ft <sup>2</sup> )	

### LONG TERM or PERMANENT Accommodation required

Property	To purchase, or To rent		Max purchase price, or Max rent price (month) Please state currency	
Rental - Dates required	From	To	Furnished/Unfurnished	
Who will sign rental forms	You		Employer	
Type of property (Check all that apply)	Apartment	Detached		Period
	Single level house	Semi (attached)		Modern
	Two level house	Terrace (Town)		New
	Multi level property	Specific style?		
Min number of rooms	Reception	Bedrooms	Bathrooms	
Other rooms required	Study	Utility	Conservatory/Porch	
	Basement	Other (Specify)		
Parking/garage	None	Off street	Single garage	
	Double garage	Triple + garage		
Yard/Garden	None	Small (Up to 2,000 ft <sup>2</sup> )		
	Medium (2,000 to 10,000 ft <sup>2</sup> )	Large (10,000+ ft <sup>2</sup> )		
Anything else required?				

**Further requirements – Check all that apply and please write details in boxes**

Hotel booking		Dates?
Orientation (Look/See) visit		Dates?
School search		
Shipping/moving		
Other advice or help		
Visas and work permits		

**Any other questions or comments?**

The information you provide to us is strictly confidential and will only be used to provide you with the services you request. None of your details or information will be given to any third party without your express permission unless we are required to do so by law. If you have any questions regarding our policies please call or email us for further information.