



Description of Services- Bay Area Relocation Services

Bay Area Relocation Services offers services and solutions catered to expats, International and Domestic families and transferees on assignments relocating to the San Francisco Bay Area. Our services include Home Finding, Settling in, Area Tours and Preview trips and Real Estate assistance. International and Domestic Destination Services

Below is a description of the Services we provide our clients:

Orientation: An introduction to the transferee's new location and city.

Information provided on:

- Housing (Rentals and Purchase homes)
- Banks
- Local Schools/ Schooling System
- Utilities
- Shopping and Entertainment Options
- Local Bay Area Maps provided

1-Social Security Assistance:

Provide local office information as well as an accompanied visit to apply for a Social Security Card. Application provided.

2-Driver's License Assistance-

Provide Information on how to obtain a California Driver's license as well as any resources needed for the driving exam.

- Information on Driving Schools available.
- Accompanied visit to the local Department of Motor Vehicles available.
- Application Process

3-Lease Signing Assistance/ Review.

This service is provided to assist the client in understanding and reviewing the lease and any questions and lease requirements.

- Consult and Review Lease (In person or email)
- Discuss clauses or addendums
- Negotiate and provide support
- Be present at lease signing (Accompanied)

4-Move-In- Move Out Inspection Assistance

Whether you're moving into a new home or ending your current lease and checking out of one, you need to make a thoroughly documented inspection of the entire unit.

- Assistance arranging the appointment (if needed)
- Complete written report on conditions of home or apartment.
- Pictures taken of the property and any damage noted
- Copy of report and pics sent to Relocation company or client.

5-Preview Tour and Familiarization Trip

- Needs Assessment prior to arrival
- Prepare itinerary and send to client
- Preview selected cities and areas along with the downtown, commercial and shopping locations
- Residential neighborhoods, places of interest, entertainment options and fitness centers
- Answer general questions about new location and provide resources

6-Accompanied Rental Home finding

- Needs Assessment
- Customized rental research based on specific needs analysis and budget guidelines
- Schedule appointments with owners, property managers
- Prepare Itinerary
- Accompanied visits to properties
- Map orientation, which provides area demographics and community profile, school considerations related to housing.
- Educate on market availability, pricing and reality.

7-Comprehensive Home Finding- Property Search

Up to 2.5 Days

- Needs Assessment
- Customized rental research based on specific needs and budget guidelines.
- Prepare Itinerary
- Schedule Appointments with owners and property Managers
- Map orientation, which provides area demographics and community profile, school considerations related to housing, commute times, availability.
- Educate on market availability, pricing and reality. Guided rental tour, which includes area familiarization and pre-scheduled property tours.
- Explanation of customary security deposits, application fees and other administrative fees
- Consultation on lease negotiation, terms and conditions and regional clauses
- Assistance with connecting utilities, telephone, cable, Internet and mobile services.
- Move-in inspection form- complete and be present.
- Assistance negotiating Lease term with landlord.
- Information on 3rd party services (Cleaners, gardeners, handyman, plumbers provided)

8-Schooling Assistance- Educational Assistance

Services can include any of the following:

- Public and Private Schools Research
- School Visits (Accompanied)
- Schedule appointments to visit schools
- Accompanied visits to local school districts and offices
- Accompanied visit to a local immunization clinic
- Information about immunization Requirements
- Identifying appropriate pre-schools/day care for any pre-school children

9-Settling In Services- Can include the following:

- Complete Needs Assessment prior to arrival
- A Introduction and meeting after arrival
- Applying for a social security number (Accompanied visit)
- Getting a California driver's license (Accompanied visit)
- Establishing a California bank account (Accompanied Visit)
- Signing up and connecting utilities
- Purchasing or Leasing a Vehicle
- Assistance and information obtaining Car Insurance
- Assistance with Rental Insurance (Contents Insurance)
- Local memberships at Sports Club or Fitness Center
- Information and local visits to recreational Areas and parks. (Golf, Tennis, Private Clubs, Special Interests) when needed.
- Identifying appropriate pre-schools/day care for any pre-school children
- Registering kids at schools