

# RELOCATION SERVICE LIST



EER  
Executive Expatriate Relocations

## RELOCATION SERVICE LIST WITH PRICING

<b>AREA ORIENTATION</b>	Overview of residential areas, roads, schools, night life, shops, parks, beaches etc. <u>PROPERTY VIEWINGS NOT INCLUDED</u> <b>1 FULL DAY</b>	2,095AED
<b>LOOK-SEE/PREVIEW DAY</b>	As per Area Orientation but includes <i>sample</i> accommodation viewings. <b>1 FULL DAY</b>	2,595AED
<b>HOME SEARCH</b>	Viewing of available accommodation as per assignees budget and living requirements plus full lease agreement process and property handover. <b>1 FULL DAY</b> <b>2 FULL DAYS</b>	2,625AED 5,040AED
<b>SCHOOL SEARCH</b>	Comprehensive research of all applicable schools plus arranging and attending school tours and assessments as required. <b>1 FULL DAY</b>	2,625AED
<b>EDUCATIONAL SUPPORT</b>	Making phone/email enquiries with various schools as per requirements, compiling a report and making appointments. <b>PER FAMILY(2 CHILDREN)</b>	1,195AED
<b>SETTLING-IN ASSISTANCE</b>	Application & Assistance with the following: Utility connections (phone, internet, TV, gas, water, electricity, A/C); EJARI Registration; Driving License, E-Gate, Alcohol License; <b>FULL PACKAGE</b> <b>PER INDIVIDUAL ITEM</b>	3,115AED 545AED
<b>FULL RELOCATION PACKAGE FAMILY</b>	Package includes: 1 Day Area Orientation 2 Days Home Search 1 Day School Search Settling-In Assistance <b>FULL PACKAGE</b>	11,550AED
<b>FULL RELOCATION PACKAGE INDIVIDUAL/COUPLE</b>	Package includes: 1 Day Area Orientation 2 Days Home Search Settling-In Assistance <b>FULL PACKAGE</b>	9,660AED
<b>PET RELOCATIONS</b>	Assistance with the import process	On Request

<b>TENANCY CONTRACT REGISTRATION, RE-REGISTRATION &amp; CANCELLATIONS (EJARI)</b>	Official Lease/Rental Agreement registration, Re-registration and cancellation with RERA(Real Estate Regulatory Authority) <b>PER LEASE</b>	545AED
<b>TENANCY CONTRACT DISPUTES (RERA)</b>	Assistance with rental disputes and lodging rental complaints with RERA	995AED
<b>TENANCY RENEWALS</b>	Negotiation of renewals with existing landlord for new term and/or adjusted amount; handling of subsequent paperwork (contracts and payments) <b>PER LEASE</b>	1,495AED
<b>PREPARATION OF TENANCY CONTRACT</b>	Writing of new tenancy contract on behalf of tenant/landlord	545AED
<b>ALCOHOL LICENSE RENEWALS</b>	Full assistance with renewal of alcohol permit	395AED
<b>MOVE MANAGEMENT</b>	Arranging and managing the move process	1,495AED
<b>FURNITURE RENTAL</b>	Recommendations, quotations and assistance with arranging	795AED
<b>CULTURE TRAINING</b>	Workshops to include several topics such as – Emirati Culture, Global Context, Islam and the State, Public Space Taboos, The Expat Community etc. Can be tailored to suit client requirements.	On Request
<b>SPOUSAL SUPPORT</b>	Assistance with settling in strategies and finding the activities and interests to support your family to settle. Help with identifying your interests and providing a map of what is available connected to those interests.	395AED (Per Hour)
<b>ENGLISH LESSONS</b>	Individually designed lessons to meet the student's needs (teachers have TEFL & CELTA qualifications)	395AED (Per Hour)
<b>BANK ACCOUNTS</b>	Full assistance with opening of personal accounts: <b>Resident Bank Account</b> <b>Non-Resident Priority Bank Account</b>	595AED 2,500AED

<b>TEMPORARY &amp; SHORT TERM ACCOMODATION</b>	Various options depending on the clients requirements	On Request
<b>CORPORATE HOTEL RATES</b>	Corporate hotel rates with several hotel chains in the region.	On Request
<b>AIRPORT MEET &amp; GREET</b>	Various options depending on the clients requirements	On Request
<b>CAR RENTAL &amp; LEASING</b>	Quotations, discounted corporate rates	On Request
<b>CHAUFFER SERVICE</b>	Quotations, guaranteed discounted corporate rates for hourly, daily, weekly services	On Request
<b>CAR REGISTRATION</b>	Full assistance with registration and reregistration of vehicles	795AED
<b>LOCAL MOVE</b>	For Clients moving within the U.A.E, includes: <ul style="list-style-type: none"> <li>• 1 Day Home Search</li> <li>• Utility disconnections (existing property)</li> <li>• Utility connections (new property)</li> <li>• Includes organizing check-out clean of old property, maintenance issues and handover to landlord</li> </ul>	6,215AED
<b>EXIT SERVICE</b>	<ul style="list-style-type: none"> <li>• Administrative assistance to de-register Client</li> <li>• Includes organizing check-out clean of old property, maintenance issues and handover to landlord</li> </ul>	4,465AED
<b>EXPENSE MANAGEMENT</b>	Invoicing facility – EER to pay all core or non-core invoices such as housing, utilities, schooling and administration fees on behalf of the client and invoice directly back to the client.	On Request
<b>MAINTENANCE MANAGEMENT</b>	EER will be the direct point of contact for the client/employee and any third parties in relation to maintenance issues at the rented property.	995AED

<b>COMPANY RETAINER</b>	EER will be the direct point of contact for the employee and any third parties in relation to the tenancy contract, all utility connections and administration services provided by EER. This service also includes the yearly lease renewal.	On Request
<b>CONSULTANCY SERVICES</b>	HOURLY (or part thereof) DAILY	370AED 2,625AED

\*Please note that all the above service fees do not include government fees

#### Notes:

- EER can tailor-make packages to suit company/individual needs.
- **Payment in advance for non-contract holders. Invoices are issued once EER begins communication with the assignee. PAYMENT TERMS are strictly 30 days for contract only**
- **Cancellation – A 24 notice period is required otherwise the full rate is charged**

#### Limitations of Service:

1. A full day means 6 hours in the car door-to-door; this limitation is for health and safety reasons as well as a demonstrated limitation on how much information assignees can absorb at one time. An additional 2 hour allowance per day is included for the EER Consultant to make appointments (schools and accommodation viewings) and correspond with the assignee as necessary.

2. Refreshments and meals are not included in the costs above, and are not provided by the EER Consultant, however water is always provided by us in the vehicle for our assignees comfort.

3. Additional services can be purchased if required. If once the allocated hours for Home and School Searches have been exhausted and the assignee has not made any choices or secured any places/property.

4. We cannot guarantee that an assignee will find accommodation or schools to suit their needs within their allotted time.

5. Once the assignee has moved into their new home, EER will allow 3 months in order to complete all settling-in services. Any follow-ups and queries after this period will be billed additionally at EER's hourly rate. (This does not apply to Clients on a retainer.)



**Executive Expatriate Relocations**

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