



RELOCATION SERVICES

Our relocation services enable you or your employees to settle in the Czech Republic quickly and comfortably. All services can be tailored to specific needs, and are designed to help reduce the stress and burden of moving to a new country. We are here to make your move a success! All services include an introduction call and case assessment.

PRE-ARRIVAL

Home search - Premium

Introductory 45 min. call - process, market situation, timeline, expectations. Conducting market research and identifying suitable properties (a week before agreed viewing day). Arranging a viewings schedule.

Accompanying up to 12 viewings within a two days including pick-up and drop-off from the temporary accommodation.

Support with further information needed for final decision making

Support with one rent and one reservation contract

- Negotiating provisions
- Coordination of contract signing
- Providing payment information summary
- Support with handover and preparation of professional protocol
- Providing photos from the handover as evidence of the property condition
- Follow-up on fixing the potential defects
- Support with internet connection and utilities transfer
- Advice on household and liability insurance
- Tenancy support - 6 months of supporting and coordinating any problems in the property (limited to working hours)

Note: The premium home search includes communication outside business hours (7:00-21:00) and weekends.

PRE-ARRIVAL

Home search - Standard

Introductory 45 min. call - process, market situation, timeline, expectations. Conducting market research and identifying suitable properties (a week before agreed viewing day). Arranging a viewings schedule.

Accompanying up to 6 viewings within a single day including pick-up and drop-off from the temporary accommodation.

Support with further information needed for final decision making.

- Support with one rent and one reservation contract
- Negotiating provisions
- Coordinating of contract signing
- Support with handover and preparation of professional protocol
- Providing photos from the handover as evidence of the property condition
- Follow-up on fixing the potential defects
- Advice with internet connection and utilities transfer
- Advice on household and liability insurance

Home search - Junior

Introductory 45 min. call - process, market situation, timeline, expectations. Conducting market research and identifying suitable properties (a week before agreed viewing day). Arranging a viewings schedule.

Coordinating unaccompanied viewings of up to 6 properties - within 1 week.

Support with further information needed for final decision making.

- Support with one rent and one reservation contract
- Negotiating provisions
- Coordinating of contract signing
- Support with handover and preparation of professional protocol
- Providing photos as evidence of the property condition from the handover
- Follow-up on fixing the potential defects
- Advice on internet connection

Subject to additional fees:

- After-hours viewings/handover
- Utilities and internet connection



PRE-ARRIVAL

Orientation tour

Up to 6 hours drive around Prague tailored to your needs and requirements. Includes a welcome pack with maps, information on residential areas, public transport, sport facilities, shopping centres, theatres and galleries and local attractions. Pre-arrival information and advice on housing, infrastructure, residential areas and medical facilities, cultural assimilation, work ethics and traditional aspects of life.

School search

Information on chosen international schools and availability check. Arranging up to four accompanied school visits. Advising and assisting on required documentation for registration. Confirming enrolment to the school on behalf of the family.

Temporary accommodation booking

Accommodation research and shortlist of up to four relevant properties. Prices and cancellation policies provided. Selected accommodation booking. Arrange date of access and key handover.

This service does not include securing the original contract if required. In case of payment done by ReloCare, a 4% interest rate will be applied. Accompanying the client to the handover.



SETTLING IN

Bank account opening

Providing a bank information brief. Contacting the chosen bank and verifying necessary documents. Booking an accompanied appointment to the bank.

Car import

Documents review. Booking a vehicle test appointment. Submitting the application with Power of Attorney on behalf of the client. Accompanied collection of the Czech vehicle technical passport.

Parking permit

Guidance and review of required documents. Applying for the permit at the municipality under a Power of Attorney. Provide approval statements and documents.

Pet registration

Present required documents and procedure. Check documents eligibility and arrange handover. Apply with a Power of Attorney on behalf of the client. Provide the client with confirmation.

Rent extension

Review of the signed contract and amendments. Advise on extension options. Issue of extension amendment note.

Settle-in package

A service customised to the client's requirements, consisting of but not limited to: A welcome package, review of banking customs and assisting with bank account opening, public transport permit; briefing on local driving, use of public transport, shopping; review of medical facilities options; cleaning service recommendation.

Note: Up to 8 hours of support. If incomplete within one day, travel time of the consultant will be calculated for the additional days of meetings as part of the 8 hours. Typical travel time is 30min to each destination.



SETTLING IN

Support with driving school coordination and Czech drivers' license

Assess client's documents eligibility. Introduce the client to possible driving schools. Provide the client with possible down payment information. Arrange the first lesson. Following lessons to be communicated by the client.

Check clients eligibility and present them with the required documents and procedure. Review documents. Accompanied application submission.

Transfer of utilities

Prepare required forms for the transfer. Sign for the landlord and the client and obtain a Power of Attorney if required. Submit the form to the provider. Follow up of acceptance and proper transfer to the tenant. Clarify payment instructions.

TV & Internet connection

Market research for available providers for the chosen property. Present the client with possible providers, services, prices and conditions. Contact one chosen provider and arrange the visit of a technician for set up and contract signing. On phone availability on the day of the technician visit to support communication.



DEPARTURE

Cleaning coordination

Provide a suitable cleaning service and price list. Arrange the cleaning visit.

Deposit return and utility balance review

Communicate with the landlord with a reminder of the deposit return. Demand and review the balance sheet of billing of utilities. Arrange the return of the security deposit back to the client based on agreement.

Property handover

Arrange an accompanied handover meeting. Negotiate matters during handover.

Rent termination

Review of the signed contract and amendments. Advise on termination options. Issue of contract termination note.

TV & Internet disconnection

Contract review with the provider. Advise on termination options and update on penalties. Issue of contract termination note and data on return of the modem.