



After the employee and his family have completed the temporary assignment **RELOCATION**one offers following departure services.

Services:

- Assistance with termination of rental agreement and other contractual obligations
- Organization (cost estimates, placement of order) and supervision
- actual move of furniture/goods incl. final invoice check
- Search for new tenant to take over the lease
- Organization (obtain cost estimates, place order) and supervision
- necessary repairs, redecoration, final cleaning incl. final invoice check
- Meters/heating bill check
- return apartment/house to landlord
- Deregistration school/kindergarten
- Assistance with closing of bank account
- Deregistration insurances, phone, memberships, clubs, etc.
- Placing mail forwarding order
- Supervision of return payment of security deposit to company/employee