



RELOCATIONone searches specific office facilities for a client, who wants to set-up a new branche office . Together with the client we define an ,office profile' and we advise him on the following steps:

- Information about the local market situation
- Individual search specifications
- Inquiries for offers with: real estate agents, property management firms, other sources; use of private contacts etc.
- Pre-viewing of suitable properties
- Negotiations with the owner/real estate agent on the contract.
- Presentation of pre-selected properties to the client.
- Check and written comment on the rental contract in English (no legal counselling)
- Review trough protocol

Additional services:

- Registration with authorities
- Information and quotations on office and communication equipment
- Contact to local craftsmen/services

- Supervision of Delivery and Installation
- Organization/ contact of tax and accounting services, lawyers etc.
- Organization of PR, advertising, cleaning, companies, care-taker services etc.