

## ■ Your Relocation Quick Sheet

(Keep this handy during your move)

### ■ Your Support Team

**HR (Policy & Compensation):** [HR Contact Name] | [Email] | [Phone]

**Relocation & Housing (AvenueWest):** [AvenueWest Contact Name] | [Email] | [Phone]

■ Expect a welcome call from AvenueWest within [X] business days.

### ■ Your Core Benefits

- Up to [X] days furnished corporate housing (via AvenueWest)
  - Household goods shipment (up to [X lbs]) with full coordination
  - Final move travel: [details]
  - Relocation allowance: \$[Amount] for incidentals
- See attached Relocation Policy for full details.

### ■ Your Timeline

| When                  | What Happens                      | Your Action                                |
|-----------------------|-----------------------------------|--|
| Within 2 Days         | Welcome call                      | Be ready to discuss housing needs & timing |
| Within 1 Week         | Movers' survey                    | Schedule & complete                        |
| 4–6 Weeks Before Move | Confirm move/travel/housing dates | Finalize with coordinator                  |
| Start Date            | First day at [Company Name]       | Arrive at [Office/Remote]                  |

### ■ First 30 Days in [City]

- Settle into your furnished apartment
- Explore neighbourhoods for permanent housing
- Begin submitting expenses via [System]
- Complete HR onboarding with [Company Name]

### ■ Local Orientation Snapshot

- Healthcare: [Nearest hospital/urgent care]

- Transit: [Transit options/links]
- Schools/Childcare: [School board/daycare info]
- Neighbourhood Guide: Provided by AvenueWest

## ■ Expenses at a Glance

- **Covered:** Flights, moving, corporate housing, utilities set-up
- **Not Covered:** Groceries, décor, personal extras
- **Submit via:** [System/Email]
- **Reimbursed in:** [X days]

## ■ FAQs

- **What if goods arrive before me?** → AvenueWest arranges storage.
- **Travelling with pets?** → Let your coordinator know early.
- **Need more time in housing?** → Extensions may be possible—ask AvenueWest.
- **Emergency?** → Call [Emergency Contact].

## ■ Remember

Moving is a big change. Feeling stressed is normal. You're not doing this alone—your company and AvenueWest are here to guide you every step of the way.

- **Tip:** Save your AvenueWest contact in your phone now.