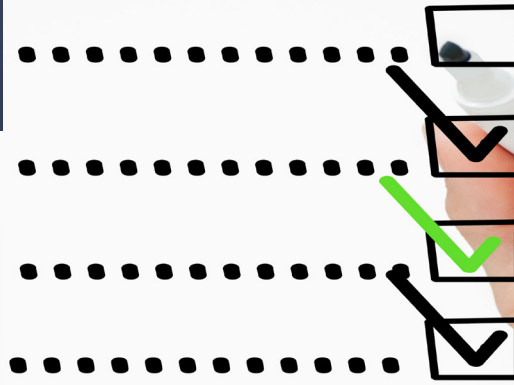


Bridging the global workplace through
premier services and dedication



DEPARTURE CHECKLIST

So, it's time to move. To facilitate a smooth departure, we recommend using the below checklist. Your Human Entrance Case Manager will go through the checklist together with you.

CHECKLIST

- Cancel your rental contract in accordance to your agreement.
- Contact your bank regarding how to proceed with closing or moving your bank accounts/funds.
- Contact your health care center/dentist to get copies of relevant personal records if needed.
- Cancel all personal agreements, contracts, subscriptions and so on, according to terms.
- If your property has damages, contact your Human Entrance Case Manager as soon as possible.
- If applicable, notify children's school/pre-school as soon as possible, to inform of your move.
- Ensure the property garden is in a similar condition as when you moved in (mow the lawn, weed garden beds etc.)
- If the property was rented furnished, check the inventory list to make sure items are in place.
- Remove all personal items before cleaning. Make sure to check all storage areas.
- Please ensure the property is properly cleaned according to the moving-out cleaning checklist.
- During the final inspection, a move-out condition report will be conducted, comparing findings to the moving-in condition report. This service may depend on your company's policy.
- Hand over all keys to the property owner/landlord (most often at the time of the final inspection).
- Please make sure to arrange for payment of all final bills/invoices.

Human Entrance provides a complete global mobility solution worldwide. We ensure a successful relocation process for the individual relocating, the accompanying family, and the employer. www.humanentrance.com

