

# MOVE IN SERVICES

*Once you have signed the contract for your new home, we will perform a move in service. The service is to secure that you and your landlord is in agreement when it comes to terms and conditions of your lease, and to review everyday practicalities of the accommodation.*

The scope of the move in service depends on your employer's policy, and whether your new home is an apartment or a house. The move in service is for all parties to feel comfortable regarding the lease, and to facilitate a good start in your new home. Your Human Entrance Case Manager will walk you through the services in your specific case.

In a house, we guide you through the specifics of the property, such as practicalities and care instructions for the home and garden.

In an apartment, we guide you through the specifics of the apartment, and the building's common areas, such as laundry room, recycling area, and storage facilities.

## YOUR MOVE IN SERVICE CAN INCLUDE

- Explanation of accommodation rules
- Ocular inspection of the accommodation
- A compiled written move in condition report, to be signed and distributed to all parties
- Assistance with utility connections
- Signing up for home insurance
- Coordination of keys

## KEEP IN MIND

- The type of property and your employer's policy sets the scope of the move in service.
- Please prepare yourself for the move in service. This is the main opportunity to ask the landlord/property owner and your Human Entrance Case Manager questions regarding the accommodation.
- Remember to take notes

**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](http://www.humanentrance.com)**