

RELOCATION

AUTHORISATION



The
RELOCATION
BUREAU

Please complete this Authorisation and return it to us as soon as possible.
Please use BLOCK CAPITALS. Please write all dates in full e.g. "JAN 01, 2003", or "01 JAN 2003" to avoid mistakes or misunderstandings. Please also ask your employee to complete a Relocation Questionnaire.

Thank you for your patience and kind assistance.

Langley House
Tudor Road, Hazlemere
High Wycombe, Bucks, HP15 7PD
Phone: (01494) 816650
Fax: (01494) 814050
email@reloburo.com
www.reloburo.com

Client Company:		Client Contact:	
Address:		Title:	
		Phone:	
		Fax:	
		Email:	
		Move Status: (delete if NOT applicable)	CONFIDENTIAL (this move is not yet announced - be discrete when calling)

Transferee Full Name:		Current Phone Number:	
Assignment Length:		Current Fax Number:	
Transfer Date:		Current Email Address:	
Property Required By:		Current Mobile Phone Number:	
House hunting Trip Dates:	arrive: depart:	Hotel / Temporary Address:	

If you are authorising a Home Search for a rental property, with allowances set by the company, then please complete this section of the authorisation form. Thank You.			
Housing Allowance: (specify currency)	per week / month / annum?	To Include Utilities and Local Taxes?:	utilities: YES / NO local taxes: YES / NO
Lease Signatory:	company / employee?	Name For Utility Accounts:	company / employee?
Draft Lease To Be Vetted By:	company / company legal advisors / our legal service?	Utility Accounts To Go To:	company / property?

Special Needs or Instructions

Programme Authorised:		Signature:	
Authorised By:		Date:	