

AU - Aarhus University



HOUSING IN AARHUS
- Home Search with Team

team  relocations

www.teamrelocations.com

Dear AU Employee,

Team Relocations will assist international academic staff at Aarhus University with finding suitable housing in the Aarhus area covering a vast range of short and long term property rentals.

During the entire housing process Team Relocations will act as your dedicated 'Single Point of Coordination'.

We will have an initial communication to discuss your wishes and requirements. Also we will set-up and manage the entire search process, keep you updated, arrange rental agreement, verify that agreed conditions are met and accompany you on the moving in day.

Review, step-by-step 'to-dos' and overall contact points as follows:

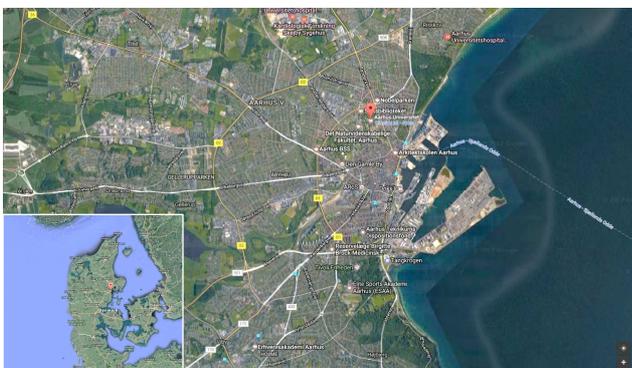
Key-in-hand service (room/apartment)

1. YOU will send your enquiry details to us
2. TEAM contacts you for additional needs assessment, explain and agree on procedure, discuss budget and inform about housing market and possibilities
3. JOINT exchange of *Housing Questionnaire* and *Relocation Request Form (RRF)*
4. TEAM sends 2-5 housing options for your selection
5. YOU confirm your selected property to TEAM
6. TEAM arranges rental agreement with landlord
7. TEAM sends agreement to YOU and inform about deposit/rental payments, deadlines, procedures etc.
8. YOU return signed lease to TEAM
9. JOINT hand-over on moving in day including move-in report; reading/note of utility meters, note of faults and omissions, any additional work or agreements are signed of by YOU and the landlord
10. JOINT walking through the apartment; explanation of appliances functionalities, rubbish disposal, heating, electricity etc.

NOTE! This service does not include property previews nor any further info than already submitted with the housing options

Full package service (apartment/house)

1. YOU will send your enquiry details to us
2. TEAM contacts you for additional needs assessment explain and agree on procedure, discuss budget and inform about housing market and possibilities
3. JOINT exchange of *Housing Questionnaire* and *Relocation Request Form (RRF)*
4. JOINT visit during normal working hours to pre-selected properties including pick-up and set down at hotel
5. TEAM sends summery report of joint visit to you
6. YOU confirm your selected property to TEAM
7. TEAM will request rental agreement from landlord and send it to you, informing about deposit/rental payments, deadlines, procedures etc.
8. JOINT hand-over on moving in day including move-in report; reading/note of utility meters, note of faults and omissions, any additional work or agreements are signed of by YOU and the landlord
9. JOINT walking through the apartment; explanation of appliances functionalities, rubbish disposal, heating, electricity etc.



Information about Team Relocations pricing as follows:

Home Search	Pricing, from
Key-in-hand	DKK 6.600,00
Full package, -1 day accompanied	DKK 10.500,00
Full package, -2 days accompanied	DKK 12.900,00
Pre-Hire Orientation Tour	DKK 5.600,00
<i>Note: Ask for service description!</i>	

1-2 of our staff will be your primary contact persons ensuring the best attention and coordination of the entire house search process. For your individual needs assessment - wherever you are living and residing at present - please ask for our dedicated relocation specialists at,

Initial Contact,

Global Mobility Centre and/ +45 7010 5100
 Michael Thomsen or +45 8741 1125

DK@teamrelocations.com
michael.thomsen@teamrelocations.com

We are looking forward to assisting you!

Best regards,

Michael Thomsen
Account Manager

