

**Relocation Policy:**

- Design
- Write
- Administer
- Manage

Relocation Accounting and Expense Management: FEE BASED SERVICE

- 5 step audit process for tracking of receipts to ensure compliance with policy
- Reimbursement of receipts to employee and vendors within 48 hours
- Tax gross up and allowances per policy
- Detailed reporting for the transferee and Client Company

Home Acquisition/Inventory Management: FEE BASED SERVICE

The following home sale programs are offered through FoxRelo. The disposal of a residence through two separate sale transactions generally results in more favorable tax treatment as characterized by Revenue Ruling 72-339.

Guaranteed Purchase Offer

- FoxRelo will coordinate with the seller's agent an offer to purchase an employee's residence based upon appraisals from two or more independent appraisers. The appraisals are averaged to determine fair market value. The employee will have an acceptance period that is predetermined by their employer's relocation policy. The employee may accept the offer during their acceptance period or continue to market their residence in an attempt to obtain a higher offer from an outside purchaser (see Amended Value Sale).

Amended Value Sale

- The employee has received a Guaranteed Purchase Offer from FoxRelo, the employee may continue to market the residence to see if a higher price can be obtained. If an outside purchaser makes a bona fide offer to purchase the residence at a price above the appraised value, FoxRelo will amend its offer to match the offer from the resale purchaser. The employee then sells the residence to FoxRelo and they execute a contract with the resale purchaser.

Buyer Value Option

- The Buyer Value Option is similar to an Amended Value Sale, except no Guaranteed Purchase Offer is given to the employee. The residence remains on the market for sale until a bona fide offer to purchase is received from an outside buyer. Once an acceptable offer has been received, FoxRelo will make an offer to purchase the residence at the price established by the resale purchaser.

Delayed Appraisal Option

- This option is a hybrid between a Buyer Value Option and a Guaranteed Purchase offer. This program requires the employee to market the residence until an acceptable bona fide offer is received from an outside purchaser. If an offer has not been received after a stipulated period of time, appraisals will be ordered, and a Guaranteed Purchase Offer will be tendered to the employee.



Origin Services:

Comparative Market Analysis or Broker Price Opinion

- Enables the candidate to find out how long it will take to sell, the sales price and value and his purchasing ability in the new area. Finding out this information too late can jeopardize a job opportunity.

Marketing Assistance

- Through our ***Berkshire Hathaway HomeServices Real Estate*** and Leading Real Estate Companies of the World networks, we find the best agent in the area to provide current selling conditions, days on market, answer questions about keeping the home, renting it out or selling.

Lease and Rental

- Agreement review and answer questions regarding leases and lease breakage.

Destination Services:

Relocation Tools

- Visit our website, www.FoxRelo.me, we offer city comparisons; salary, mortgage and move calculators; school reports and rental housing websites to the candidate as they consider relocation. We selected these sites for their user-friendly attributes and updated information.

Temporary Housing

- Search can be conducted by the coordinator to select and book reservations for furnished apartments or hotel rooms. Usually, a minimum stay of 30 days is required for lower rates and no sales tax. Costs are calculated on a nightly basis like a hotel. One call to the relocation coordinator saves the candidate time that can be used preparing for the new job.

Long Term Rental

- Assistance with websites, maps, directions, face to face visits in some cities, tours are fee based in most cities. This service is extremely helpful in large metro cities like San Francisco, New York, Chicago, Atlanta, etc. New hiring company, recruiter or candidate may want to invest in this service as a benefit and support in their move. Approximate cost \$500 to \$1000/day.

Preview Trip Coordination

- Includes network agent selection and introduction, agent/candidate follow up to ensure a good fit, confirm tour arrangements, relocation package review, real time housing cost and market conditions, school resources, etc.

Preview trip and Home Purchase

- Tours will be conducted by hand selected real estate agents and relocation specialists. The agent will show the candidate communities, homes, schools and everything that is important to the family. Our network brokers are part of ***Berkshire Hathaway HomeServices*** and ***Real Estate and Leading Real Estate Companies of the World***. Members must maintain stringent service qualifications to be considered and accepted. These qualifications allow us to provide you with the best brokerages in every aspect of the real estate and relocation profession.



Mortgage Counseling and Pre-Approval

- Providers will give information on current programs and market rates. This will help determine the best financing, lowest costs and best service. We use national lenders, such as **First State Mortgage, Texana Bank Mortgage** and others to access special programs and our discounts in all 50 states.

Household Goods Move Management:

Single or Multiple Estimates and Audit Service

- Provided by **Relocation Management Resources, Inc. (RMR)** provides you and your client's competitive rates with quality service. RMR manages a high volume of moves for a variety of clients. They are able to leverage this volume and demand consistently high-quality service from each of their carefully selected national vendors. This results in executive level service for each customer, whether they represent a large group of corporate-sponsored moves or an individual moving across town.

Move Management

- Consists of personal evaluations with the candidate by FoxRelo staff to determine the individual needs, budget and policy guidelines. Then with their partner, RMR, will arrange and provide survey dates, estimate gathering, auditing, date selection, pre-move and post move follow up, billing and claims assistance. RMR's proprietary database system allows tracking of the finite details of each move regardless of volume, allowing customers to analyze their corporate moving policies with real data in real time.

Billing and Authorization

- RMR conducts an audit of each move, pays the carrier, and invoices the company or will make payment arrangements with the employee before the move. This service ensures the move costs are in line with the services performed.

Claim Assistance

- RMR provides separate insurance from the van line carrier. This results in accurate and faster claims processing.

Self-Move

- Assessments by reviewing the household size, budget, distance, and family scenario. We have discounts with PODS and CEND (Eco Friendly) for the DIY option. We assist with coordination of the self-move.