



# A COMPLETE GUIDE TO SURVIVING A JOB *Relocation*

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# INTRODUCTION

Landing a new job or promotion is an exciting and rewarding time in your career.

For your spouse and family, relocating to a new city can be an emotional and stressful time. You want the entire experience to be positive for everyone involved, not something to dread.

While moving and working and transitioning to a new job and city, you need to focus on a thousand things at once. We hope to make it a little easier for you with this guide to surviving a job relocation.

The guide is packed full of tips, checklists, and practical guidance to help you and your family make a smooth transition during your job relocation.

## **Included are sections covering the following topics:**

- Tips for helping your family settle into a new city
- Negotiating a fair relocation package from your company
- How to get out of a lease if you need to move quickly
- Staying productive on the job during the transition
- Qualities to look for in a great housing partner
- A master planning checklist for a smooth relocation



## RELOCATION TIPS FOR HELPING YOUR FAMILY TRANSITION TO A NEW CITY

### **Begin with open communication to all members of the family.**

Getting the family involved with the smallest aspects of the move can help make a smoother transition.

When you learn about the new job offer, discuss the possibility of moving to a new location. If you have older children, you may run into opposition from them. They will naturally see the move as a disruption in their lives and social circles. Younger children may be more excited about the adventure. You and your spouse or partner can discuss the best way to approach the conversation with children.

Talking about the reasons for the move can help the transition process. Take the time to search online as a family to see what type of fun activities or tourist sites are near your new location.



## **Start packing now and minimize the clutter.**

Even if you've been in your home for a short time, or you have a small apartment, you will be surprised by how much stuff you have accumulated. Begin packing immediately. Organization is the key to a successful move.

Packing can be separated into three categories: discard, donate, keep.

Time permitting, you can have a yard sale to get rid of extra personal belongings that are no longer in use. Try selling items at a discount on a website like Craigslist to get extra cash and reduce the number of items to pack.

Hiring movers can also help in this task, especially when moving to another state or across the country.

## **Rely on your temporary housing partner – they are a wealth of knowledge!**

A new city usually means starting over and not knowing anyone. It can be scary relying on strangers for advice.

However, if you're working with corporate or temporary housing, your agent will be more than happy to give you information. For example, at Master Suites, we really take pride in our **personal service and our ability to customize packages for our clients.**

Anytime you have a question about the area you are moving to, we love to help! Don't be afraid to make requests or ask questions about schools, neighborhoods, churches, local amenities or even restaurant recommendations.



**Leave your options open and flexible until you're really settled into a new area.**

The planning and packing part of a move usually takes all your time and energy, especially when you have a family. You may not have time to travel to your new city to scout out the perfect home or neighborhood.

Trying to figure out where you are going to live without physically viewing a location can add to the stress of the move. You don't have to make permanent decisions right away.

Temporary housing can be your best option until your family can all settle on a neighborhood. Details on schools and community activities may require extra research. You want what is best for your family and you all can make a decision together once you've explored the lay of the land.

Hotels can be good for a night or two, but hotel life is not always the best option for children. The costs for long-term stay can add up quickly when food has to be ordered in, or you have to go out to eat frequently. Family meals can be expensive.

Here is a quick estimate of cost savings for a 30-day stay at a hotel compared to corporate housing:

## Total cost for 30 days



	Hotel 250 sq. ft.	Corporate Housing 750 sq. ft.
Rental Rate	\$3,870 (\$129 x 30 nights)	\$3,150 (avg. rate) 39% difference
Hotel tax of 15%	\$503	No charge
Meals (eating out vs home)	\$1,200 (\$40 x 30 nights)	\$450 (groceries for fully equipped kitchen)
Laundry	\$300 on or off site expense	No charge
<b>Total</b>	<b>\$5,873</b>	<b>\$3,600</b>

Estimated Cost Savings of **\$2,273**

### Use storage units or onsite storage for your belongings.

If you need to move quickly in order to start a new job on a certain date, you may want to consider storing your things. Secure storage units are available in every city. You can store your items and move into a furnished apartment or corporate housing until you have more time to concentrate on the future of your living arrangements. Ask if your temporary housing apartment has storage units available onsite.



## **Have patience.**

Being patient during a move may be the hardest aspect for your family. You need to take a deep breath and know everything will eventually work out. The family will settle back down into a routine and your new life in a new city will begin.

Staying as organized as possible can help you achieve your desired outcome. Focus on the positives while your family takes the time they need to adjust.

But settling your family into a new city may be the least of your worries when you begin thinking about the costs of relocation. Will your company pay for the move?



# HOW TO NEGOTIATE A RELOCATION PACKAGE FROM YOUR COMPANY

In recent years, business relocation has become more of a common aspect of employment. The entire company may move for a variety of reasons from expansion to tax breaks. Or the company may ask you to move across the country to head up a department at another location. Whatever the reason for your move, the expenses of relocating your family can quickly add up.

Talking to your boss or the human resources department about relocation expenses can be tricky. Here are a few tips on how to approach the negotiation:

## **Find out what your company has to offer.**

The first step in the negotiation process is to find out what your company has to offer. Review the written relocation policy, if your company has one. The standard package may offer insight on what you can use in negotiations. If you are only going to use a certain percentage of the pre-written policy, negotiating in other areas may be to your advantage.

You will want to do this step immediately. A job offer to relocate may only be available for a short period of time. Find out as much information as possible prior to accepting the job offer.

## **Before approaching your boss, be prepared with accurate information for your situation.**

When you begin to negotiate your relocation package, think about what you will need as you move. The needs of a single person will be quite different from those who have a spouse and a family. Make a list of priorities for moving expenses. The list can also act as an aid of what needs to be accomplished prior to the move.

The priorities on the list will depend upon your personal situation.



- What does your ideal housing situation involve: temporary, renting, or purchasing?
- If you're married, will your spouse need help finding a job?
- Will you have to travel to and from the new location until your family can join you?
- Will you need child care services or assistance in finding the right school system?
- Is the area you are relocating, require a higher cost of living?
- Are all the moving costs covered?

The more questions you ask yourself the better prepared you will be for negotiating a business relocation package.



## **Research the costs of the items on your list.**

When figuring your expenses, use the most accurate prices. Spend an evening researching online to find out about all the costs in moving to your new location, from temporary housing to gas prices to moving services.

The Cost of Living Index can help in achieving a more accurate outlook of the housing and other expenses in the area.

Get estimates from different moving companies. You may be surprised on the difference in costs. Traveling to your relocation destination will depend on your personal choice. Be prepared to show estimates on the costs of airplane flights versus the costs of driving across country.



## **Schedule a meeting with your boss to discuss your findings.**

Once you have all the information researched for your personal situation, ask to speak with the boss or the HR department. When you go into the office, have all the expenses prepared in a neat, orderly manner.

The boss will be more open to viewing a single sheet with a breakdown of the expenses versus several sheets from different sources. Even though the relocation is about personal expenses, you still want to show an overall professional presentation of the material.

## **Remember the meeting is a negotiation.**

Negotiation can be difficult when personal expenses are involved. You still have to remember the meeting with your boss is a negotiation. Be prepared for give and take on the expected expenses.

For example, smaller expenses like finding a school system may be dismissed, if the majority of the overall moving expenses are accepted as part of the relocation package. Find the best option for your situation.

Once you know more about what your moving costs will be, it may be time to think about getting out of your lease, if you find yourself stuck in that situation.

## HOW TO GET OUT OF YOUR LEASE WHEN RELOCATING FOR A JOB

If you're a renter finding yourself on the move, two of the biggest issues you'll encounter while relocating are breaking a current lease and finding housing in your new location.

*There are a few things you can do to tackle these issues head on and come out ahead.*

### Breaking a Lease

Breaking a lease is never easy. A lease is a legally binding contract and most states only permit breaking one for members of the military or for those relocating to assisted living or other medical facilities. That doesn't mean you can't get out of your current lease, but you'll have to work with your landlord if you hope to keep the expense of your move to a minimum.

You will be legally responsible for any months left on your lease. Your landlord, however, also has obligations. Check your state's particular tenant laws to discover what those responsibilities are. When a tenant wishes to break a lease, most states require that a landlord attempt to mitigate a tenant's damages by finding and re-renting a property to a new tenant as soon as possible. If your landlord decides to sue instead of doing this, courts will usually only award damages based on a reasonable time in which the landlord could have re-rented your property.





## **Negotiating With Your Landlord**

You might also want to try negotiating with your landlord by offering a buyout on your lease.

You and your landlord can come to an agreement on an amount that grants you early release. You might suggest a full month's rent in exchange for this concession. This allows the landlord plenty of time to find another tenant and saves you any additional stress related to your upcoming move. Make sure you get the agreement in writing.

## **Finding a New Place to Live**

Once you've worked out terminating your current living situation, it's time to decide on accommodations in your new city or town.

This would be a great time to consider temporary lodging, such as corporate housing, which is not just for business travelers. Think of it as furnished apartment life with all the amenities of a hotel.

Imagine having cable TV and Wi-Fi service set up as soon as you arrive; a bathroom stocked with every essential need; maid service, towels and an ironing board. No utility companies to deal with upon arrival. It couldn't be more perfect – all the comforts of home without the stress and expense of doing it all yourself in a new environment.

## **Benefits of Short-Term Contracts or Leases**

One of the biggest benefits to choosing temporary housing is that you are able to test-drive a neighborhood before settling in permanently. You avoid having to sign a binding contract lasting a year or longer only to discover after a couple months that it's just not a good fit for you.

While living in temporary quarters you can take the time to explore your new city or town and decide what features are important to you — close to public transportation and/or shops and restaurants, distance from your job, as well as how well you fit in with your fellow residents.

## **Questions to Consider When Choosing Temporary Housing**

When choosing temporary housing, there are some questions you'll want to consider and answer for yourself.

- *What size housing do you need? If you're single, a studio may be enough for this transition time, while if you have a family, you'll most likely require multiple bedrooms.*
- *What about location? If you have children, you'll want to consider where schools, playgrounds and parks are located.*
- *Are you into physical fitness? Think about whether the property has a pool, tennis courts or exercise room.*



Don't rule out trying different neighborhoods and take the time to seek out other people's opinions on your options. Many communities have sites that tout the benefits of moving to them, and you can find online message boards where you can ask any questions you might have about the area.

Last but not least, what is your budget? Keep in mind you'll have a lot of amenities at your disposal in corporate housing and you may not mind paying a little more than you typically would for a long term apartment. If you're relocating due to employment reasons, you may be able to negotiate with your employer to cover some of your costs.

When you're finally ready to choose a more permanent rental, consider a month to month lease. It may appear that this only benefits a landlord, but if you are an exemplary tenant, there will be no reason for you to be evicted; landlords know just how difficult it is to find tenants who pay their rent on time and respect the property. There are tenants on month-to-month leases who have lived in their homes for years.

Every style of accommodation has its distinct merits. Doing your research and carefully considering your options before relocating can only help to ensure that your temporary housing experience will be a good one.





## How Does Corporate Housing **Compare** to Other Choices?

Let's compare the amenities, benefits, and value of lodging choices for business travelers, military personnel lodging, and those relocating.

	Corporate Housing	Extended Stay Hotel	Full Service Hotel	Condos	Apartment Community
Business Center		–	✓	–	–
Comp. Local Calls		✓	✓	✓	
First Nighter Kit					–
Fitness Room			–	–	–
Flexible Stays (30-89 days)		✓	✓	✓	
Food Delivery Service		✓	✓	–	AVAIL
Fully Equipped Kitchen		–		✓	✓
Grocery Shopping Service		AVAIL			
Guest Laundry Facilities		–		✓	–
High Speed Internet		✓	✓	–	–
In-Room Movies		✓	✓	✓	✓
One-bill Option		✓	✓		
Sleeper Sofa		✓	–	–	–
Work Space (w/Desktop)		✓	–	–	–
Housekeeping		✓	✓		

– Sometimes | AVAIL Available

# TIPS FOR STAYING PRODUCTIVE ON THE JOB WHILE YOU RELOCATE

Don't let the excitement of your move interfere with your performance at work, though, lest you fail to meet everyone's expectations at the office. Here are five tips to help you stay productive on the job while relocating.

## **Plan Your Move**

As with any project, moves go smoother if they are planned in advance. Have a transfer set up for your utilities and internet service as far in advance of the transition as possible, so you don't have to worry about these details in the midst of the move. (Your business relocation services can help with this.) Additionally, plan out which days you will spend packing and unpacking.

By planning and preparing for your transition in advance, you'll be able to reduce the amount of work that must be done during the move, itself. This will ensure you don't become overwhelmed with last-minute errands and have time to do some work in the days immediately leading up to your move.

Print out the Master Planning Checklist at the end of this guide for a good 6-month planning schedule.

## **Schedule Your Work**

Even though you may not have an administrative assistant during your transition phase, you need a work schedule. Block out times that you'll be able to devote to the job, and be sure not to focus on anything else during these hours. If you schedule your work, you'll keep packing and unpacking from eating up all of your time. Some things in your new home may have to wait another day before they're taken care of, but that's alright.



## **Rely on Your Relocation Services**

If your company has business relocation services to help you, use them. Few employees take full advantage of the business relocation services their company provides, partly because they don't know what relocation services offer.

### **Depending on the nature of your move, relocation services might:**

- help you and your family obtain visas if you're traveling internationally
- assist with finding temporary housing
- find a school for your children
- conduct a job search for your spouse
- arrange language lessons
- provide guidance on local customs

## **Avoid Multitasking**

Multitasking may seem like a good idea, but focusing on multiple tasks at the same time is counterproductive. You'll get more done if you do one thing at a time. Keep your moving-related activities to the times when you didn't schedule work.

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## Ask Your Housing Partner

Your housing partner can help you with more than just finding **temporary accommodations**, although they're good at that. They can help you feel at home in your new house or apartment. Ask them any questions you have, regardless of whether they are directly related to your housing. And it will free your mind to stay focused on your work.

### You may want to know:

- if you'll have room for a specific piece of furniture
- if they can customize furnishings for children or pets
- where the nearest grocery store or market is
- what good restaurants are within walking distance
- what your morning commute will be like
- when school starts and ends each day

Your housing partner will be glad to help you find the answer to any of these questions, as they all affect how comfortable you'll be in your new home.

Moving can be a hectic time, and it's easy to become so busy with your move that things slide at work. As long as you plan ahead, focus on the task at hand and seek help from your business relocation services and housing partner, you'll be able to manage both your move and responsibilities at work.



## QUALITIES TO LOOK FOR IN A GREAT TEMPORARY OR CORPORATE HOUSING PARTNER

We've already covered the benefits of securing temporary housing over more traditional buying or leasing options. A furnished apartment, on a short-term lease, has many advantages for a family relocating to a new city. Choose your housing partner wisely and you will reap the rewards of a smooth relocation. Here are some of the qualities to look for when you hire a temporary housing partner:

### **Attention to Detail**

Your corporate housing partner should be incredibly detail oriented. This will affect essentially every interaction you have with them. Your agency should have an efficient and organized system for providing turn-key corporate housing services, so that you are satisfied with your arrangements down to the tiniest detail.

## High Standards

Does the agency have a thorough checklist and process to make sure that each and every furnished suite is clean and beautifully arranged?

What is the standard of professionalism for housekeeping and distribution services?

Ask your partner what kinds of **checklists and standards they maintain for quality assurance.**

## Home-like Amenities

A quality temporary housing partner understands the value of making you feel completely at home.

**You want to look for a partner that offers at least the following amenities:**

- Spacious apartment homes with multiple bedroom options
- Washer and dryer
- Convenient (and beautiful) locations
- Peace and quiet
- Phone service, cable, TV/DVD, Wi-Fi, high-speed internet (at no extra charge)
- Pet-friendly options
- Swimming pool
- Exercise facility
- Generous utility allowances
- Luxuriously furnished suites





## **Personalized Service**

Your housing agency should provide a level of service that exceeds your expectations by providing what is needed when it is needed. They should be able to meet any request and customize services just for you.

## **Your Concierge**

An exceptional housing agency will act as your personal concierge, making sure you have all the information you need at your fingertips. They can help you find your way around town, point you to nearby attractions, and provide you with everything you need to know about the facilities, policies and amenities of the property.

## **Quick Communication**

Your housing partner must be quick to respond to your emails, phone calls, or messages. Whenever you have a question or issue, you should get a timely response and friendly communication. You should never feel like you've been put on the back burner or that you've slipped between the cracks.

## Special Packages

**A great partner will offer extra services and optional packages such as:**

- Weekly or bi-weekly maid service
- Fresh flowers
- Pre-arrival grocery shopping
- Gourmet meals, plus delivery
- Special packages for children or pets

These packages can provide an extra level of comfort and peace of mind during those first few weeks of settling into a new area.



## MASTER PLANNING CHECKLIST FOR A SMOOTH RELOCATION AND TRANSITION

The nuts and bolts of relocating can be a nerve-wracking experience. You can keep anxiety to a minimum by knowing your options and making a plan that allows for plenty of time leading up to moving day.

Use this checklist to keep moving stress level on an even keel.

## 5 TO 6 WEEKS AHEAD

If you will be staying in temporary housing and you're not sure how long your stay will be, consider a post office or mail center box while you're in transition, make arrangements and submit change of address forms to your current post office.

Inform your medical Providers and other professionals such as lawyers and accountants that you will be relocating.

Notify all insurance providers, credit card companies and banks, as well as subscription services.

Research temporary housing options in two or three neighborhoods of your new town or city, or ask your corporate housing partner to provide a list of options for you.

## 4 TO 5 WEEKS AHEAD

Grab some empty boxes and start going through your house, deciding what to give, toss or sell.

Use up household cleaning supplies and perishables, buying only what you need up to moving day.

Donate all unwanted items to favorite charities and get receipts for tax use.  
Toss out or recycle any items you don't sell, donate or gift.  
Secure temporary housing.



## 2 TO 3 WEEKS AHEAD

Book and confirm all transportation. If driving, have car checked and tuned; if flying and shipping car, prepare for drop off at auto transport company and make plans for pick up.

Set aside items needed for first night in new location and take them with you instead of packing.

If using a mover, prepare a box labeled “load last” with the necessities you’ll need on arrival.

Start packing all non-essentials for your current home.

Confirm disconnection of utilities, including cable and Wi-Fi.

## 1 TO 2 WEEKS AHEAD

If you have pets, make boarding or travel arrangements.

Clean out safe deposit box.

Refill all prescriptions you’ll need for next month.

Finish packing during the last week.

## MOVING DAY

Do one last sweep of your apartment or house, take a deep breath and set off to your new home!

## ABOUT MASTER SUITES

Master Suites offers a turnkey alternative for temporary housing. Each full size apartment is tastefully decorated for style and convenience, and comes complete with everything from towels, blankets, cookware and wine opener to telephone service and high speed internet.

All of our luxuriously furnished apartment homes are unlike anything a hotel can provide. We offer furnished and fabulous accommodations, covered parking, friendly management and all located within a geographical area that fits your needs.

Visit [www.mastersuites.net](http://www.mastersuites.net) or call us at (866) 792-1783.

