



Head Office, Sydney: Ph: (61+2) 9488 9444

Email: austrelo@bigpond.com

ABN 94 002 949 813

Needs Analysis Form

The following questions are designed to provide us with information to assist with your relocation. Please answer where possible and provide additional information if required.

COMPANY DETAILS

Company Name: _____
 Employee Business address (new): _____
 Employee Tele: _____ Mobile: _____ Fax: _____
 Email: _____

ARRIVAL DETAILS

Arrival date: _____ Time: _____ Flight: _____ Carrier: _____
 Date/times available for Home Search: _____
 Your temp.accommodation is? _____ Tele: _____
 Pickup from: Hotel Work Other

Would you like us to book your temporary accommodation? Preferred locations?	
--	--

Hotel Serviced apartment No. bedrooms: _____ Length of stay: _____

PERSONAL DETAILS	EMPLOYEE	PARTNER
-------------------------	-----------------	----------------

Last name: _____		
First name: _____		
Title / occupation: _____		
Date of Birth: _____		
Drivers Licence # _____		
Nationality: _____		
Languages spoken: _____		
Hobbies: _____		
Last home address: _____		
Contact Tele # Home: _____	Mob: _____	Work: _____

<u>Children's names</u>	<u>Birth Date</u>	<u>School Year Completed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HOUSING REQUIREMENTS

Description of areas preferred (city, suburbs north, south, east or west of city):

RENTAL PROPERTY (*Tick appropriate boxes*)

Unfurnished Furnished

Approximate Rental Amount \$

Payment frequency: [Click here](#)

Apartment House Townhouse/Villa No. of bedrooms: No. of bathrooms:

Additional requirements

Family room Swim. Pool Garden Fenced areas
 Parking Security Pet Type: How many:
How many spaces: Name/s:
Flooring preferences: Breed:
Age/s:

Other considerations:

Lease requirements

Lease Type: [Click to select](#)

Length of Lease: Start date: Move-in date:

Special Clauses: Diplomatic/Release Clause Special Clause(s)

PURCHASE PROPERTY (*Tick appropriate boxes*)

Approx. Purchase amount \$

Apartment House Townhouse/Villa No. of bedrooms: No. of bathrooms:

Additional requirements

Family room Swim. Pool Garden Fenced areas
 Parking Security

How many spaces:

Other considerations:

FURNITURE

Bringing own Rent Purchase Decorator Assistance
Any large furniture to be accommodated (eg piano, king-sized bed, large dining setting etc)? _____

UTILITY CONNECTIONS

Australiawide Relocations Pty Ltd will connect all utility services through *Direct Connect* or *Fast Connect*, we supply your date of birth, drivers licence number and a contact number for them to contact you to discuss options & plans. If you wish for us to arrange this service on your behalf, please tick the box.

SOME HELPFUL NOTES FOR TRANSFEREES

It is very important to bring some items that will help you to get established and settled. You need to do the following and/or bring with you:

- Passport (current if you have one for identification)
- Driver's License
- School records for children or adults wanting to continue education
- Letter of employment confirming your employment. This letter is helpful for renting.
- Copy of most recent pay slip to confirm salary when applying for a rental property.
- Reference from previous landlord/agent.
- If you are homeowner, your most recent Council Rates Notice, this will prove home ownership to support your rental application.
- Birth Certificates for children needing to enroll and pre-school or school.
- To secure a rental property you are required to pay four weeks rent for the bond and one minimum two weeks rent in advance.
- Neat casual or business dress is recommended when going out for property inspections as first impressions go a long way with the Property Managers.