

## OUR SERVICES

**They are grouped into seven main packages, but it is also possible to create other packages considering different needs or modifying the standard packages if necessary.**

### ▪ HOME SEARCH

An initial meeting will focus on explaining the layout the city and the different quarters. By describing what the city offers in the different types of available housing, zones, facilities, transportation, entertainment, safety, rent ranges etc., the needs of the family will be determined to decide where to begin the search for housing.

From finding a suitable zone and apartment, organizing appointments to visiting the properties, clients will be accompanied until a deal is finalized.

A welcome pack with all essentials (maps, useful addresses, telephone directory etc.) will be provided.

Assistance will be provided in translation of the contract, understanding the clauses, payment terms, signing and registration of the contract, delivery of the keys, security deposit and furniture inventory.

Hook-ups, obtaining an internet line or computer assistance and any final assistance will be given until the client is settled in the new home.

### ▪ ORIENTATION TOUR

Assisting the customer to experience the new destination city accompanied by our Local Counselors.

An area orientation service provides a high-level view of the area, helping everyone to understand how things work in terms of housing, transport, schooling, culture, shopping, payments, entertainment and generally how things are done locally. It also provides an insider's guide on what to expect and local tips for everything needed to get off to the best start.

Furthermore, it can provide introductions to local expat groups and the community, depending on how much support is required.

### ▪ SETTLING-IN

Providing customers with the most efficient and quick settling-in services to enjoy the new environment and destination area.

Our local relocation experts will assist and guide the customer in all aspects of getting the customer rooted into their destination.

### ▪ IMMIGRATION SERVICES

#### A) For European citizens

- ✓ Fiscal code
- ✓ Registration in the "*Anagrafe della popolazione residente*" at the Local City Hall (*Comune*), which will imply the change of your permanent address (*residenza*) from your country to Italy
- ✓ Italian National Health Service (ASL card)
- ✓ Italian Identity Card
- ✓ Opening of a bank account

#### B) For Extra-EU citizens

- ✓ Work Permit non-EU
- ✓ Fiscal code
- ✓ Stay permit application at the immigration office (*Ufficio immigrazione*)
- ✓ Registration in the "*Anagrafe della popolazione residente*" at the Local City Hall (*Comune*), which will imply the change of your permanent address (*residenza*) from your country to Italy
- ✓ Italian National Health Service (ASL card)
- ✓ Italian Identity Card
- ✓ Opening of a bank account

- **SCHOOL SEARCH**

We build our international school search around the needs of your children. We work with the best educational teams and local schools at destination to help identify the best options for your children to help them achieve their learning and academic goals.

Our services are based on your child's needs, not a static plan. We look at current and future education requirements for your child as well as other important considerations, such as any disability requirements or special needs educational plans.

- ✓ School selection
- ✓ Visit the various schools in the city consistent with the client's expectations
- ✓ Enrollment process
- ✓ Sports and extra-curricular activities

- **DEPARTURE SERVICES**

- ✓ Timely lease cancellation notice
- ✓ General inspection on the property and revision of the inventory
- ✓ Meter readings and cancellation of utilities
- ✓ Closing local bank accounts, cancelling mobile phones, insurances, and memberships
- ✓ Selection suppliers for repairs
- ✓ Security deposit settlement and return

- **TEMPORARY ACCOMODATION**

Booking of a hotel or residence for the first weeks and/or last days.

- **ITALIAN LANGUAGE COURSES**

Our agency also offers online Italian courses for adults and children meeting all your needs and providing maximum time flexibility.

- ✓ The lessons are taught on a professional and free platform
- ✓ Our highly qualified teachers provide a dynamic and supportive environment for learning
- ✓ Learn Italian online from the comfort of your home, or anywhere you'd like
- ✓ Choose the course you prefer : Italian online classes, individual lessons, conversation courses
- ✓ Discover the Italian culture starting with an online Italian language course

**We are available for any further information and for any modifications in terms of assistance and packages.**

Aida Bernabei Chauvie  
The Managing Director