

INTERLIFE

Relocation Management Services

*INTERLIFE AG, Scheuchzerstrasse 17, P.O. Box, CH-8024 Zürich, Tel. +41 44 368 40 40, Fax +41 44 368 40 41
info@interliferelocation.ch, www.interliferelocation.ch*

OBJECTIVES

InterLife is dedicated to providing premium quality, cost-effective, innovative and individual relocation solutions.

When relocating with InterLife your benefits will be the following:

- Competent answers to your questions about moving to and living in Switzerland
- Fast, professional search for accommodation
- Logistic support to overcome linguistic and cultural hurdles
- Smooth transition to your new environment
- Service structure that caters for your needs

InterLife will also be a relief for your HR-Department:

- Smooth transfer of a new employee
- Immediate start on the job
- Easy integration
- Content spouse and kids

RELOCATION SERVICES

PRE-ORIENTATION

Your first friend in Switzerland: INTERLIFE RELOCATION

- Define the requirements and schedule convenient date for one day look-see trip of the proposed location
- Provide area maps, material on housing, schooling, etc.
- Arrange and guide tour of areas that could be of interest, viewing of potential housing, schools, super market, transportation, etc.
- Discuss personal questions on living in Switzerland including the following:
 - home finding, real estate, cost of living
 - residency requirements
 - schooling/nursery
 - public and private transportation, car
 - telephone, communication
 - shopping, banking, insurances, taxation
 - leisure, sports, health, theatre, hobby
 - activities for non-working spouse, job possibilities

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HOME SEARCH

Your scout for finding accommodation for your relocation to Switzerland.

- Establish housing requirements and schedule convenient date for house-hunting trip.
- Daily screening of property market for appropriate
- Arrange and accompany on home viewing tour(s)
- Explain the pros and cons of each viewed property with regard to convenience to school, work, neighbourhood, shopping, etc.
- Secure lease contract with best possible terms and conditions and explain important regulations
- Organise signature of the lease, initial payments and open security deposit
- Co-ordinate the connection of utilities, public services and remittance of the house-keys
- Accompany and assist you on inventory check-in

Schooling

- Provide information on international schools and/or Swiss schools
- Arrange and accompany on visit(s) to school(s)

SETTLING IN

Your ally at the new location: INTERLIFE Relocation Switzerland

The settling in assistance can take whatever form you would find helpful and could include the following:

- Translate and explain instructions of household, electrical appliances, house rules, emergencies
- Accompany you on official appointments, registration
- Introductions to neighbours, expatriate community, doctors
- Area tour with advise on hardware stores, local suppliers, shopping, bank, post, etc.
- Set up bank account, explain payment system in Switzerland
- Arrange insurance coverage
- Connect ISDN/ADSL, PC, Internet
- Guidance on driving licence, car registration, buying a car
- Assistance to organise babysitting, housekeeping services
- Organise electricians, plumbers, handy man
- Helpline over the phone for the first few months
- Partner employment assistance

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CORPORATE RELOCATION TO SWITZERLAND

Your business partner in human mobility

- Short-term assignments
- Lease and payment management
- Immigration management (e.g. work permits, health insurances, driver's license)
- Shipping management of household goods
- Partner career counseling
- Real estate consultancy and management for Swiss nationals on assignment abroad
- Strategy planning for group moves and/or VIPs
- Search for office spaces

DEPARTURE

Your confidant after the departure

- Advice on termination of lease contract
- Discuss departure checklist
- Cancel utilities, arrange for cleaning
- Assist on inventory check-out and return of keys
- Negotiate any dilapidation claim and arrange security deposit refund

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TEAM

Profile

Founded in 1987, InterLife was a pioneer in the relocation industry in Switzerland. Today, InterLife is one of the leading organizations in this field catering for more than 150 relocations per year. From our offices in Zurich, we manage relocations into all major cities in Switzerland.

Being a full member of the European Relocation Association (EuRA) enables us to meet with the challenges of global corporate mobility, to keep up-to-date with the latest developments and trends in our industry and so to constantly improve our services. Our association with major globally operating relocation companies leads to a true international understanding, up-to-date communication skills and a network with a multitude of specialist services around the world.

Team

Thomas Müller	Founder, Owner and General Manager. Swiss, he has a background in business management (HWV) and extensive industrial and banking experience. Having lived and worked in London and Paris he started his own business 20 years ago by relocating his wife from Belgium into Switzerland. His hobbies are sports and travelling.
Merja De Nardo	Senior Consultant. Formerly a nurse, she switched to real estate and became a qualified property management expert with by now more than 12 years experience. She grew up in Finland and is living with her family since many years in Switzerland. She loves classical music and is a passionate watercolor painter.
Gabriela Grieder	Key Account Manager/Consultant. Swiss, holds a degree in economics for tourism management. Extensive background in the airline business and experienced senior project manager for business conference and customer focused projects. Gabriela is a certified health/fitness instructor and works as personal trainer. She lived and worked in Germany and the U.S. and loves travelling, classical ballet, wining and dining.
Annette Rüesch	Consultant, Assistant to the General Manager. Born in Switzerland she spent some years of her childhood in India. After doing the teachers diploma she got to know the world by working and living in the U.S.A., France and the Philippines. During several years in renowned real estate firms she gained profound knowledge in this field. In her spare time Annette loves to dance and go out with friends in Zurich City.

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HOUSING IN SWITZERLAND

Please feel free to use our housing specification form.

	Principal	Partner
Family Name	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/>	<input type="text"/>
Nationality	<input type="text"/>	<input type="text"/>
Home address	<input type="text"/>	
E-mail address	<input type="text"/>	
Phone numbers	<input type="text"/>	
Fax numbers	<input type="text"/>	
Company Name	<input type="text"/>	
Children and their ages	<input type="text"/>	
Pets (please specify)	<input type="text"/>	
Type of home desired (house, rowhouse, apartment etc.)	<input type="text"/>	
Minimum number of bedrooms	<input type="text"/>	
Additional rooms (excl. kitchen and bathroom)	<input type="text"/>	
Preferred location (e.g. near school, office, center, suburbs)	<input type="text"/>	
Extras (garden, balcony, piano, sauna, view, etc.)	<input type="text"/>	
Monthly rental budget in CHF (all incl.)	<input type="text"/>	
Suggested date for home finding trip	<input type="text"/>	

Other requests or comments
