



Confidential Schedule of UK Destination Services

PROGRAM	DESCRIPTION	SERVICE SPECIFICATION
<p>Pre-Homefinding Program</p>	<p>Pre-view of areas (<i>including some sample homes</i>) to help the candidate choose an area for their rental search.</p> <p><i>This program is also powerful for persuading a candidate/spouse to take up the new position by reinforcing their decision to relocate</i></p>	<ul style="list-style-type: none"> • Developing brief with Client/Transferee • Area tour of neighborhoods • If required, viewing typical properties in each area* • Providing preliminary independent advice and overview information as to market and lifestyle conditions • Providing information on local amenities in each area (for example, places of worship, leisure facilities, transportation facilities etc.)
<p>Home Finding Program</p>	<p>Comprehensive rental search service suitable for couples, families and senior transferees</p> <p><i>Essential support to help them find & secure the perfect home in a great location as quickly as possible!</i></p>	<ul style="list-style-type: none"> • Developing specification/brief of required rental home with Client/Transferee • Researching available homes • Short listing suitable homes to view • Arranging viewings • Up to 2 accompanied tour days • Drafting Offer Letter setting out Heads of Terms • Negotiating specific terms that protect the Tenant & deposit • Reviewing Landlord's Agent's draft Tenancy Agreement • Advising as to final form of Tenancy Agreement • Assistance with utilities, council tax, TV licence, broadband & contents insurance • Arranging inventory check-in (including inventory representative for Tenant if required) • Advising Tenant & Corporate Employer throughout transaction

PROGRAM	DESCRIPTION	SERVICE SPECIFICATION
<p>Temporary Accommodations Program</p>	<p>Researching, sourcing and securing short term corporate/serviced accommodations for periods not exceeding 3 months</p> <p><i>Efficient sourcing of corporate/serviced accommodations on time and on budget</i></p>	<ul style="list-style-type: none"> • Taking instructions as to requirements for corporate/serviced accommodation & giving initial advice • Providing information on apartments that most closely fit the requirements brief • Making booking on best terms we can negotiate on your behalf • Confirming details with Client & Transferee • Assistance, advice & support throughout
<p>Pre-Inspection Service</p>	<p>Experts STRONGLY recommend that the transferee personally inspects the property (before the initial funds are transferred to the landlord) to make sure it is in an acceptable state. However, sometimes the transferee is too busy to carry out a walk through – and it can be preferable to have this task undertaken by a professional</p> <p><i>A special attendance at the property by one of our local destination professionals where the transferee is unavailable to make the pre-inspection.</i></p>	<ul style="list-style-type: none"> • To ensure the accommodation is in the agreed condition • To check that any agreed works have been carried out according to their requests • We provide a report of the inspection (including photos where relevant) • We follow-up with the landlord/landlord's agents to chase remedy of any exceptions
<p>Tenancy Management Support Program</p>	<p>Provides ongoing support to the Transferee & HR regarding all management matters throughout the term, including resolving maintenance/repair issues & protecting the Tenant's deposit</p> <p><i>The Landlord's Agent's role is to represent the Landlord's interests. The Tenant also needs professional representation</i></p>	<p>This is a comprehensive ongoing support program in respect of the management of the property from the tenant's perspective. Examples of the main services are:-</p> <ul style="list-style-type: none"> • Chase-down all matters that the landlord is obligated to attend to • Take charge of resolving any maintenance or inventory issues that arise, whether they are the landlords' responsibility or the tenants' • Maintain detailed records on each property so that these can be available to defend any dilapidation claim • Manage timely payments of rents and assist with ongoing council tax and utility obligations • Record & monitor milestone dates • Keep you updated regarding legal developments & their affect on the tenancy

PROGRAM	DESCRIPTION	SERVICE SPECIFICATION
<p>Settling-in & Orientation Support</p>	<p>Additional assistance, usually provided as an add-on to home finding, to help transferees and their families get established in the new location. The service extends for a 60-day period.</p> <p><i>Provides further, much appreciated support that saves your transferees' time and reduces their stress and anxiety.</i></p>	<ul style="list-style-type: none"> • Consultation with transferee to establish their personal needs & specific interests, followed by:- • A full day's escorted, personalized orientation tour of the new location with a Saunders 1865 destination consultant • Introduction to important local amenities • Assistance with utility hook up, council tax registration, opening bank accounts, obtaining NI number, etc. • Advice with signing up for local health services (e.g. doctors and dentists etc.) • Assistance with Driving licences & related issues • Help with arranging car rental/leasing/purchase • Information about local places of worship, sports/leisure (gym membership), local shops/markets • Our destination experts remain available to answer transferee's settling in questions throughout program • A full 60-day period of settling in support
<p>Schooling Assistance</p>	<p>Assistance with locating good school(s) and securing places</p> <p><i>Helps ease the stress on parents of their primary worry – the continued good schooling of their children</i></p>	<ul style="list-style-type: none"> • Advice and counselling on school options • State/Independent/International School search • Expert researching of suitable schools • Arranging appointments to visit short listed schools • Assistance with securing places and satisfying admission requirements • General support and advice
<p>Home Buyer Assistance</p>	<p>Comprehensive support program for transferees wishing to purchase a home</p> <p><i>Essential support for the transferee in helping them find & purchase the perfect home in a great location at the right price in the shortest possible time frame</i></p>	<ul style="list-style-type: none"> • Briefing with Transferee • Research of property market/area orientation • Arranging viewings/accompanied tour days • Negotiate acquisition/advocate for buyer • Management of legal conveyancing to closing • Coordination of entire transaction • Assistance with instructing Chartered Surveyors, valuers, etc. • Support & advice throughout <p>The maximum service period is 6 months – including up to 5 accompanied tour days</p>

PROGRAM	DESCRIPTION	SERVICE SPECIFICATION
<p>Managed Home Sale Program</p>	<p>Assistance with the sale of Transferees homes</p> <p><i>Provides independent marketing assistance for those cases where a guaranteed buyout is not being offered. The Employee can move to the new location & Saunders 1865 takes care of everything.</i></p>	<ul style="list-style-type: none"> • Taking instructions as to your requirements • Fully briefing the Employee regarding the program • Ordering Broker Opinions • Analyzing the Opinions & interviewing the Brokers • Providing Summary Report with Recommendations • Implementation of Agreed Marketing Plan • Hiring & firing of real estate agents as necessary • Vacant Home management • Negotiating sale and managing transaction through to closing • Management of legal conveyancing • Providing clear Financial Statements • Providing advice & support throughout
<p>Movemanagement Program</p>	<p>Saunders 1865 provides a management service that is independent of the moving contractors. We are your SINGLE POINT OF CONTACT for every aspect of the household goods shipment. We represent YOUR interests throughout.</p> <p><i>This can be a very sensitive part of any relocation. This program reduces the burden on HR and saves money by having pre-qualified movers bid against each other</i></p>	<ul style="list-style-type: none"> • Establishing your requirements & taking your instructions • Obtaining competitive bids from trusted international moving contractors on our approved list • Presenting the bids to you with a helpful summary • You decide which bid to accept • We implement and manage the entire moving/storage process for you

PROGRAM	DESCRIPTION	SERVICE SPECIFICATION
Furniture Rental Management	<p>Cost effective management of the rental furniture process to ensure competitive services are secured and properly managed</p> <p><i>We pro-actively manage the process to ensure a reasonable cost and a timely arrival of the furniture at the property and allow a hassle free move in</i></p>	<ul style="list-style-type: none"> • Consult with corporate client & transferee as to what items are required • Obtain competitive bids from preferred rental furniture suppliers and present them to you with recommendation • After obtaining your approval, book furniture • Coordinate payment • Implement and manage the contract
Lease Renewal Program	<p>Assistance with ending a lease</p> <p><i>Ensures the lease is terminated in accordance with the lease provisions & relieves transferees & HR from the stress points that surround terminations</i></p>	<ul style="list-style-type: none"> • Conduct review of the lease provisions • Advise on steps to take to quit lease • Implement termination; service of requisite notices • Arrange end of tenancy cleaning services per lease terms • Assist with Utility terminations & deregistration of Council Tax, etc. • Coordinate inventory check out • Expert negotiation of any dilapidation claim (up to one hour's professional time is included) • Assistance with deposit recovery
Lease Termination Program	<p>Assistance with ending a lease</p> <p><i>Ensures the lease is terminated in accordance with the lease provisions & relieves transferees & HR from the stress points that surround terminations</i></p>	<ul style="list-style-type: none"> • Review of the agreement • Advice on steps to take to quit lease • Implementation of termination • Negotiation of terms • Assistance with Utilities/Inventory checks • Negotiation of Dilapidation claim and deposit recovery

PROGRAM	DESCRIPTION	SERVICE SPECIFICATION
<p>Office Search Program – Stage One</p>	<p>Saunders 1865 project manages the finding & securing of suitable office space for your organization</p> <p><i>End to end support that is totally independent of the real estate agents. We ONLY represent corporate tenants – our sole goal is to secure the best terms for you!</i></p>	<ul style="list-style-type: none"> • Develop specification/brief of required office space with Client. • Research market via pre-selected specialist commercial real estate agents • Provide information to you on available properties & costs for your feedback so we can narrow the search criteria • Shortlist candidate premises and present them to the Client • Arrange escorted tours of premises that the Client wishes to view • Advise Client regarding making formal proposals on selected premises • Negotiate optimum terms for Client • Instruct commercial conveyancing lawyers to represent Client • Oversee & manage transaction through to closing, liaising with all parties as necessary • Arrange inspection reports (as required) as advised and approved by Client • Acting as Client’s single point of contact & keeping Client fully updated throughout
<p>Office Search Program – Stage Two</p> <p>(starts when office premises have been selected)</p>	<p>Saunders 1865 project manages the setting up of your new office space in readiness for your occupation.</p> <p><i>Frees up the time of our Corporate Client’s people so they can stay focused on being productive in their jobs!</i></p>	<ul style="list-style-type: none"> • Taking Client’s instructions as to required office set up • Liaising with landlord’s representatives as necessary for access etc. • Obtaining competitive proposals from space planning/design specialists. • Obtaining competitive quotes for office furniture • Assisting with arrangement of additional required services (e.g. cabling/air conditioning etc) • We present all proposals/quotes to you; you decide which bids to accept & instruct us accordingly • In all cases we will negotiate the most favourable terms for you that we can achieve. • We implement and manage the entire process for you including checking invoices for payment • Saunders 1865 acts as Client’s single point of contact & keeps Client fully updated throughout

FLEXIBILITY: we are always prepared to adapt our programs & to discuss pricing to suit the particular requirements of any special assignment.

All fees are subject to the addition of VAT where applicable. Our terms of engagement apply to all services & are available on request

Using Saunders 1865 sends a strong message that your people are highly valued

www.saunders1865.com