

If you're relocating, read this. The benefits you save may be your own.



STOP. Find out about the company's real estate broker relationships.

- You may be anxious to put your house on the market or to start househunting (to rent or to buy). You may even know someone locally who has said they can list your house for sale, or in your destination location who wants to work with you in your home search. **But before you do anything, read this entire page!**
- Your relocation is administered according to the company's established relocation package. The company may have established relationships with certain relocation management service providers and real estate brokerages for you to work with for all of your housing needs. If so, these relationships have been established for solid reasons:
 - The brokerages and relocation services we support through our relocation policy have a proven track record in providing specialized services to transferees. Because they are relocation professionals, they can anticipate the concerns and needs of the transferee and family.
 - Our company, or the relocation management service provider we utilize, may have an agreement with certain brokers and brokerage firms that provide a referral fee back to our company for having referred you as a client. **This can only occur because our company, or the relocation management company that administers our policy, is a licensed real estate company that can legally collect a fee.**

READ. Know your relocation policy and protect your benefits.

- In many instances on both the departure and the destination side of the relocation, a business relationship may have been established with the real estate broker to collect a referral fee on any real estate transaction. These relationships also provide revenue to offset the cost of relocation to the company, as well as ensure quality service to employees during the relocation process. **This business and financial strategy is one that must be adhered to, because action outside of these guidelines can cost the company substantial and unanticipated fees for your relocation: fees that might impact on you.**
- If you list your property or obligate yourself at the destination location with a real estate brokerage on your own, and outside of our plan, before understanding the guidelines of your benefits package, **you could be jeopardizing some of the options to which you are entitled.** Our contracts with professional relocation service providers make it possible to provide strong relocation assistance, and working outside of the arrangements we have made can cause you to lose some of the packaged options.

REACT. Do the right thing.

- **Don't jump the gun.** Before making any contact with a real estate licensee or taking any action with regard to the sale or purchase of real estate related to your relocation, read your relocation policy and talk to your relocation administrator.
- **Protect** your relocation options.
- **Support** the company's financial strategy in providing strong relocation assistance.