



REAL ESTATE

# RELOCATION

"LET US BE YOUR FIRST IMPRESSION."

# BOND RELOCATION

Bond Relocation is a full-service relocation firm offering comprehensive programs designed to minimize the stress so common in relocating. We offer an extensive suite of services that thoroughly prepare, establish, and acclimatize you to New York. Our Relocation Agents are expertly trained to handle the complex paperwork, preparation, and housing challenges involved in relocating, while our Relocation Concierge and Settling-In team provide all the life management services you will need to feel at home in a new city. Our success is a reflection of our unwavering investment in our work and uncompromising investment in our clients.

## ABOUT BOND

BOND New York is the largest independently owned and fastest growing real estate agency in New York. We represent over 70 building exclusively and house over 500 licensed professionals in 4 separate offices throughout Manhattan. BOND New York is distinguished by our quality customer service, hands-on management staff, advanced technology for providing inventory, landlord relationships, and ability to cultivate the best new talent out there.



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# RELOCATION: STEP BY STEP

## **Have an open and honest conversation with your Relocation Agent.**

Be up front about any credit issues, concerns or things that might affect your ability to rent an apartment. This will allow him or her to make the necessary adjustments to your search, anticipate any obstacles, and find the solutions necessary to ensure you find the best housing possible.

## **Make a list of apartment criteria.**

This should include “must haves” and “want to haves” as well as some neighborhoods you might be interested in. Your Relocation Agent can help guide you in the right direction based on your commute and budget.

## **Schedule an appointment with your Relocation Specialist.**

This will be the time when you will go see apartments based on your criteria. Once you have found your apartment, your Relocation Agent will work to secure the property, submit your paperwork and handle any necessary negotiations.

## **Notify necessary bureaus and companies of your move.**

The following companies will need your change of address:

- Post Office
- Insurance companies (life, homeowners, health, auto)
- Local credit bureau and creditors
- Financial institutions (savings, loans, checking accounts, or stock)
- Magazines (obtain change-of-address cards from the Post Office for free)
- Clubs or associations (athletic, medical, hobby)
- Internal Revenue Service

## **Notify service companies of your move.**

The following companies will need to know that you will no longer need their service or will be transferring an account:

- Electric
- Gas or fuel oil
- Telephone
- Newspaper
- Cable
- Internet
- Lawn care service
- Refuse

## **Contact services and companies for your new home.**

Our Relocation Concierge will help you determine what services you will need and how to go about setting them up. Included in this folder is a list of essential contact numbers to get you started.

## PREPARE

In addition to a thorough Needs Assessment and paperwork preparation, both housing and area tours are available prior to your transferees' move, free of charge. Beyond these essentials, we work with our clients to provide any additional initial requirements, from short term housing to visas.

## ESTABLISH

Our Relocation Agents are skilled in the specialized housing needs of transferees. With access to our extensive inventory, their ability to navigate the market effectively and efficiently, as well as their hands-on care, ensures your transferees will receive the best possible terms for their new home.



## ACCLIMATE

Our goal is to make sure your transferees feel comfortable living and working in their new city and will do whatever it takes to make that happen. Our free services help transferees get acclimated by assisting with anything from banking to schools. In addition, our esteemed partnerships with New York's most recognizable vendors provide additional lifestyle management services at discounted rates.



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# PAPERWORK AND FINANCES

You can expect to spend between 25% and 30% of your gross annual income on rent. If you make \$80,000 a year you will spend \$20,000 to \$24,000 per year on rent, or between \$1,666 to \$2,000 per month. Landlords generally require tenants to make 40 to 50 times the amount of their monthly rent and that you have good credit standing.

Real estate moves fast in Manhattan. Taking time to get your financial paperwork in order can make all the difference in securing or losing an apartment. You will need:

## Essential Application Information

Name and contact information of your bank, employer's contact information, Name and contact information of previous landlords.

## Letter of Employment

Obtain this from your employer on company letterhead stating: hire date, position, and salary.

## Pay Stubs

You should have copies of your last three statements.

## Bank Statements

You should have at least two months of statements.

## Tax Returns

You may be required to provide these. It's a good idea to have the last two years of returns ready to submit.

## Photo Identification

Driver's license, passport or government issued photo ID.

## Application Fee and Monies

You should have application fee (typically \$100) and money ready for security deposit and first month's rent.

## References

If you have an accountant or an attorney, you may need to submit his or her contact information. Think of other people that could provide references for you and have their information ready.

# FREQUENTLY ASKED QUESTIONS

## **1. When do I need to start looking for an apartment?**

Generally, the rule is 30 days prior to your move-in date.

## **2. What paperwork will I need?**

You need a letter of employment, and the last 3 pay stubs, 2 bank statements, and last 2 tax returns. You will also need a credit check which is included in your application process. If you are relocating internationally and don't have a bank in the US, you will need your letter of employment and visa.

## **3. How much do I need to make?**

Generally, a tenant must make 40-50 times the monthly rent.

## **4. What if I am living with somebody? Can we combine our income?**

Allowing tenants to combine incomes is at the discretion of the landlord. Some may allow it while others will require you to qualify on your own.

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## **6. What is included in the rent?**

Typically heat and water are included in the rent.

## **7. How hard it is to rent if I have a pet?**

Renting with a pet can make finding a home more difficult, however, it is not impossible. Pet policies vary from building to building. Some landlords will allow pets but only if they are less than 40 lbs. Often, a renter will have to be more flexible on other requirements in order to accommodate the pet.

## **8. How long is a typical lease?**

Typically, an apartment rents for one year, however many landlords will offer a two year lease. Surprisingly, the rent for a two year lease is often higher than one year in order to compensate for market rate. Short term housing is also available and can be anywhere from month to month to six months.

# THE RELOCATION TEAM



## **BRIAN STERN, DIRECTOR OF OPERATIONS**

Brian was born and raised in Manhattan, making him an expert in all the cultural and recreational things unique to this city.

After earning his MBA from Pepperdine University, Brian returned to New York to pursue a career in Real Estate. He got his start as an agent with one of the largest real estate firms in New York and quickly moved up to a management position. In 2006, Brian joined BOND New York to open and manage their newest, state-of-the-art office on the Upper East Side. In 2010, he became the Director of Operations for the entire company.

Brian has been interviewed by *New York Newsday*, the *New York Post* and was featured on *NBC's Today in New York* and *CNBC's The Suze Orman Show*.

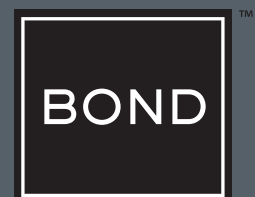


## **BREE PERLMAN, DIRECTOR OF RELOCATION**

Since receiving her undergraduate degree from Barnard College, Columbia University, Bree Perlman has been living and working in New York City.

Having helped build a successful corporate relocation division at one of the city's largest real estate firms, Bree learned first-hand that each employee's relocation is a unique experience that needs to be handled with individual care. She joined BOND New York to oversee their growing relocation department.

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