



If you're moving, read this. Your benefits may depend on it.

You may be anxious to put your house on the market or to start your destination house hunting (either rent or buy). You may even know someone locally who has said they can list your house for sale, or you've connected with an agent who wants to work with you in your next home search. But before you do anything, please read this.

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

Your relocation is administered according to your employer's relocation package. Your employer may have identified certain real estate brokerages and service providers for you to work with for all of your housing needs. These relationships have been established for solid reasons:

- The brokerages and service providers identified in the 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 you and your family.
- Your employer, or the relocation management company it utilizes, may have an agreement with certain real estate brokers to collect a referral fee for having referred you as a client. The revenue from these relationships helps offset the cost of the relocation and maximizes the benefits offered to you. This can only occur because the company or relocation management company that administers the policy is a licensed real estate broker that can legally collect a fee.

This is an employee benefit that requires your understanding and adherence, because actions outside of these guidelines can have an impact on your employee benefits.

READ! Know your relocation policy and protect your benefits.

Before agreeing to work with any real estate brokerage or other service provider during your relocation, understand the guidelines of your benefits package. As discussed above, your employer's agreements with professional relocation service providers make it possible to ensure quality service and strong relocation assistance.

Working outside of the company's arrangements could diminish some of the benefits to which you are entitled.

For example, if you list your property or obligate yourself at the destination location with a real estate brokerage outside of the benefits program, you may be ineligible for certain packaged options. On the other hand, if you list or purchase a property on your own through a brokerage that has an existing agreement in place regarding relocation business, it is important to inform them that the transaction is a part of a corporate relocation. Regardless of the form your relocation benefits take, you should use these professional providers. Their quality services are available to you whether you have a full home sale program, direct reimbursement, lump sum, or other type of benefit. Any of these could be considered benefits that you will want to protect.

REACT! Make an informed decision. Protect your relocation benefits.

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.