

Relocate Easy

Marion Schwendinger

We hold the key to your successful relocation

Personal copy for

What we are

Relocate Easy is a woman-owned, Zurich based relocation service, providing assistance to corporations transferring their executives, as well as to private individuals relocating to the Zurich area.

Since 1999 we have successfully relocated more than 1'150 clients from 90 different companies (as per 12/2007).

Relocate Easy is committed to provide excellent, personalized and reliable service tailored to meet your individual needs. Marion Schwendinger and her team stand by this commitment every day.

Relocate Easy offers a complete range of relocation assistance from finding suitable housing, schools for the children, the right club for leisure time activities to finding a vet for the family pet and a multitude of other services listed further in this brochure. Since every person is an individual, we treat you as such. What might not be important for one person, may be extremely important for you. We take all this into consideration when working with you and your family.

Relocate Easy knows that an international relocation includes lifestyle and cultural changes as well as different work ethics and attitudes. Our own first-hand experience of growing up, living and working in different countries as well as our curriculum has given us the necessary in-depth knowledge and understanding of the challenges international employees and their families face. Our expertise will help make the transition as easy for you and your family as possible.

Relocate Easy realizes that so much time, energy, planning and cost go into a relocation. We will help you and your family to settle in, leaving you the time and energy to concentrate on your new assignment.

Relocate Easy will help eliminate what is known as "the culture shock". Relocating to Switzerland ourselves years ago has made us well-aware of the difficult phase of integration. We will make you familiar with your new environment and the many do's and don'ts that are so important in order to understand and enjoy a foreign country.

Relocate Easy believes in trying just that little bit harder, giving a little bit more and most important of all, nothing is too much trouble. We will do our utmost to make sure that you receive the individual, reliable and caring service you deserve. It goes without saying, we offer "service with a smile".

Relocating to a new country is often considered a "nightmare".

This need not be.

In fact, we will turn this into a very positive and enriching experience for all concerned.

Why not let us turn the "nightmare" into a dream.

Relocate Easy !

What we can do for you

In order to receive personalized relocation assistance, our service-modules can be combined according to your individual needs and preferences:

- **Arranging for temporary accommodation or hotel**
- **Turn-The-Key Package**

Awareness Tour After determination of individual requirements, this tour will familiarize you with different areas of possible residency and evaluate a neighborhood that best suits your needs. In addition we will provide general information about the Swiss Way of Life.

House hunting After determination of individual requirements, we will search for suitable accommodation, preselect various possibilities and accompany you to view the apartments/houses on the day of the tour. Once you have selected your future residence, we will negotiate the rent and terms of contract, explain the house rules and assist with the take-over protocol, telephone-, TV- and electricity arrangements. We will accompany you to the town hall for local council registration.

Formalities Registration with a suitable telephone company for you, familiarization with the Swiss banking system and opening of a bank account, credit card application, arranging of an independent insurance consultant (private liability-, house contents- and car insurance etc.) as well as English speaking lawyers, English speaking doctors and vets.

Area Tour Once you have chosen your future residence, we will familiarize you with the area. We will guide you through the neighborhood and show you the nearest shopping facilities, banks, post office, public transportation, newsstands etc.

Leisure Time Activities We will help you to find the right facilities for you or your children, e.g. clubs, fitness center, ballet school, music classes, language classes etc.

Shopping Tour Either in Zurich or your area of residence or a nearby shopping mall. We will familiarize you with the Swiss currency, shopping hours, department and chain stores and assist you with shopping for furniture, lamps, groceries, clothing or any other products of interest. During this tour we will explain the numerous differences in products, sizes, etc.

- **School Assistance**
We will provide you with information on the different possibilities of schools for the children, make appointments with school officials and visit schools of interest with you.
- **Car Registration and Swiss Driving License Formalities**
- **Good Bye Package**
Organizing a moving company, termination of rental contract, utility- and insurance arrangements as well as handing over of accommodation.
- We regularly assist our clients with **added values** such as:
Searching for a new tenant in case of early termination of rental contract, arranging and coordinating workmen, interior designers etc., renting of electronics and household appliances, car hunting, assistance with leasing arrangements, sale of your car, travel assistance etc. These services will be charged on an hourly basis.

Who we are



Marion Schwendinger

- Founder and Owner of Relocate Easy
- Born 1967
- German citizen
- Married to a Swiss
- Graduated from School of Economics in Germany
- More than 20 years residence in Switzerland
- 2 years residence in London
- Extended stays and business training in the United States of America

Business Experience

- Accompanied husband to London where she worked for the German Embassy for two years. During this time she was in charge of assisting expatriates.
- More than ten years employment with the United States Consulate General in Zurich. During this time she worked in the American citizen service department and has gained an extensive knowledge of problems expatriates face when coming to Switzerland.

Who we are



Franziska Alpiger

- Born 1965
- Swiss citizen
- Graduated from Business School in Zurich with practical education at Bank Leu AG, Zürich
- Swiss Certified Finance and Investment Expert (AZEK)
- ½ year residence in USA
- 1 year residence in Geneva
- 1 year residence in Mexico

Business Experience

- 7 years employment with Credit Suisse organizing internal seminars for employees
- 3 years employment with Deutsche Bank (Schweiz) AG, Zurich as Junior Private Banker with international clients
- 4 years employment with Bank Leu AG, Zurich as a Senior Private Banker, Assistant Vice President, with national and international clients

Who we are



Christine Lauber

- Born 1956
- Swiss citizen
- Married to a Swiss
- Graduated from Commercial School in Switzerland (Zurich/Olten)
- Extended stays in England and Brazil

Business Experience

- 8 years Flight Attendant for Swissair, travelling around the world
- 5 years employment with BP chemicals, Switzerland, in the import department
- 10 years employment with a trading company in Zurich, corresponding with international customers and suppliers

Who we are



Janie Romina Albanesi

- Co-founder of Relocate Easy
- Born 1953
- British citizen
- Married to an Italian
- Two children, born 1987 and 1990
- Graduated from Business School in Scotland
- Apprenticeship as Dental Surgeon Assistant
- Grew up in 6 different countries.

Because of her frequent moves while growing up, she has a keen understanding for the ensuing problems.

Business Experience

- More than 18 years of employment with the United States Consulate General in Zurich have given her an extensive knowledge and understanding of the difficulties expatriates face when relocating to Switzerland.

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