

## Candidate and Relocation Assistance Service Request Form

Coldwell Banker Relocation Services is pleased to provide you with consultative relocation services to support your recruitment and faculty/staff onboarding.

**To initiate assistance**, please complete the electronic form below and email as an attachment to: [ReloAuthorizations@Anywhere.re](mailto:ReloAuthorizations@Anywhere.re). A member of our service team will confirm receipt and contact your candidate/new hire to begin the process. Please select either Candidate service or New Hire services.

**Questions?** Please contact the Relocation Services Account Manager Caitlin McGeer, with any questions or concerns regarding the relocation assistance program at [caitlin.mcgeer@anywhere.re](mailto:caitlin.mcgeer@anywhere.re).

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College/Unit:	Department:		
Requestor:			
Phone:	Email:		
Recruiter/Hiring Contact:			
Billing Contact:	Email:		

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Candidate or New Hire Name:			
Departure Home Address:	City:	State:	Zip:
Phone:	Email:		

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### **Candidate Housing Tour Service** *(for those who are interviewing with Cornell and have yet to accept an offer)*

Date of Candidate Visit:

Candidate Offer Status:          Offered          Recruited

Based on a consultation with your candidate, a local real estate agent from a select broker is assigned to conduct a tour with the candidate tailored to their specific housing needs. Cornell requestor will receive agent and candidate feedback from our service team after the tour. *(No service fee in Ithaca area. For New York City, please request a quote in the comments)*

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### **New Hire Services** *(for those who have accepted an offer with Cornell and will be relocating)*

New Hire Start Date:

**With all requests for new hire services, Home Buying and Home Selling Assistance will be offered to your new hire with no service fee to Cornell or the hire.** A cash rebate or closing credit may be available to your hire on their home sale when working with an agent assigned through the program.\*

**Rental Housing Tour (\$700)** Recommended service if your hire intends to rent housing in lieu of home purchase with their relocation. A local rental agent from a select broker will research and tour rental properties with the new hire. *(Service fee applies to Ithaca area. For rental assistance in New York City, please request a quote in the comments)*

**Shipment of Household Goods** Packing, shipment, insurance, and delivery of household goods.

Person approving the move quote:	New Hire	Requestor	Both
Person responsible for paying move invoice(s):	New Hire	Requestor	Billing Contact

If Cornell is providing a moving benefit\*\*, please provide the following information:

Move Budget or Cap (if applicable):	Add 30 days of storage	Add auto shipment
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\*\*Any cost or expenses above an identified budget or benefit will be billed COD to the new hire.

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**Additional Notes:**