



Shelly Smee
Associate Broker

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CORPORATE RELOCATION SERVICES

Research shows that Firms who provide relocation benefits are able to attract and retain the best talent. Congratulations, if you are reading this you must be one of them!

Shelly Smee has been providing professional in-bound and out-bound relocation assistance to Vancouver Corporations for over 20 years.

Services Include:

- » **Home Sale and Outbound Services** Special Corporate Listing Rates
- » **Buyers Agency** BC Recognizes Full Buyers Agency
- » **Tenants Agency** We represent the Tenant Only
- » **Executive Rental Home Search** Furnished or Unfurnished
- » **Short Term Furnished Accommodation**
- » **Executive Orientation Tour** Market Overview - Purchase and/or Leasing

Our Relocation Rental Home Search Services Areas Include:

- » Vancouver
- » North Vancouver
- » West Vancouver

Other areas of the Lower Mainland are serviced on a per contract basis and quoted outside of our standard Fee Schedule. Please call for Details.

Executive Orientation Tour – For Purchase and/or Rental

We know how to sell Vancouver and will ensure your candidate/employee is familiarized with the neighbourhoods that suit the needs of their family and budget for Rental or Purchase of a home. Based on guidelines provided by the Employer and a detailed questionnaire completed by the candidate/employee, a customized orientation package and 3 hour Real Estate Orientation tour of Vancouver can be the final step to assist the candidate in accepting the offer of employment and feeling confident about relocating to Vancouver.



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Executive Home Buyers Agent

Shelly has achieved the designation of ABR, Accredited Buyers Agent. This designation is awarded to agents who have demonstrated a high level of knowledge, expertise and experience working with Buyers, and have committed to a standard of practice over and above the average agent. Newcomers to Vancouver require a BIG PICTURE agent. Shelly will review needs, respect budgets and only show the most suitable homes. Shelly is a careful listener and expert negotiator. Why waste time with an agent who only knows one neighbourhood? Details of how Real Estate operates in British Columbia will be discussed with the employee as a standard part of their Orientation process.

Fees for Buyers Agent's services may be 100% offset by commissions offered by cooperating agents of the Vancouver Real Estate Board through MLS sales. Buyers Agency fees do not include any costs associated with Relocation Services, Borrowing, Home Inspections, Applicable Taxes or Closing Transaction Fees. A Buyers Agency Agreement is required to initiate a home buying process. Please call for further details.

Rental Home Search Services

Providing Rental Home Search Services to new employees as a standard part of the Relocation Package reinforces the positive choice they have made in joining your organization. A new city and career change is already stressful, but with our help your employee will avoid common rental search frustrations such as: no shows, stale dated notices and wasted time due to unfamiliarity with the city allowing the employee to focus on their new position and hit the ground running.

All properties and landlords are pre-screened ensuring only the best homes are shown on the tour. We source potential homes and suites from an extensive list of owners and professional property managers. A tour of confirmed appointments ensures a home is located promptly. We assist in the completion and negotiation of rental applications and lease agreements. All leases are executed according to the Residential Tenancy Act of BC.

We communicate with your employee before their arrival ensuring only the most suitable homes are presented. 80% of clients choose a home on the first day. Additional days may be required if the timing of the tour does not coincide with market availability or if pets or special needs are involved.

Our fees are based on an hourly rate, which makes the services completely scalable for your organization.

We look forward to being of service.

When People You Care About Need Real Estate Advice they can Trust, Call Shelly

SAMPLE TOUR SHEET

Rental Home Search Tour

Client: John & Jane Doe

Criteria: 2–3 bedroom townhouse, duplex or house

Move Date: April 1, 2018

Areas: North Van, Lower Lonsdale

Budget: \$2500–\$3000

Tour Dates: February 1, 2018
Pick up at 123 ABC Street

ADDRESS/AREA	PRICE	BED	BATH	FEATURES	COMMENTS
Lonsdale					
1:30 Townhouse 1940 Chesterfield St	\$2475 1348 sqft	3	2.5	3 level T/H, private terrace, balcony, master suite, walk in closet, 2 car parking, storage.	1 block from Lonsdale, Pet over 20 lbs negotiable. 6 or 12 month lease.
2:00 House 2020 Larson St	\$2255 1900 sqft	4	2	2 level house on large lot. Small office and storage. Covered parking.	Near Elementary School, easy access to highway. Kitchen and bathrooms in good condition.
Lynn Valley					
2:45 House 3602 Fromme Rd	\$3000 1900 sqft	2 + Den	1	H/W floors, crown molding, patio, lush private yard with creek.	Close to schools, parks and shopping. Rent includes yard maintenance.
Grand Boulevard					
3:15 Top of house 1744 Sutherland Ave	\$2295 1200 sqft	3	2	S/S appliances, granite counters, F/P, H/W floors, large deck.	Nice yard front and back. Half utilities.
Hamilton Heights					
3:30 House 526 West 21 St	\$2650 2000 sqft	3 + Den	2	Large deck off kitchen, large fenced backyard. Rec room.	Close to Carson Graham Elementary School. Master bedroom on main, 1 in loft, 1 below.

New to corporate relocation? We have full consulting packages.
Is this a private move? We have customized packages available!
For more details, call

Shelly today!

WELCOME TO BRITISH COLUMBIA

The law governing Landlords & Tenants in BC is called the Residential Tenancy Act, and is administered by the Residential Tenancy Branch. You may wish to familiarize yourself with various policies and procedures prior to your Rental Tour. These info pages will be included in your Relocation Package, along with a Mapbook and additional information as per your questionnaire.

The Residential Tenancy Branch forms can be viewed at their website: <http://www.rto.gov.bc.ca/>

- » Approved Form of Lease [RTB 1](#)
- » Landlord & Tenant Fact Sheet [RTB 129](#)
- » Condition Inspection Report [RTB 27](#)

Metro Vancouver is comprised of 21 regional districts from West Vancouver to the US border.

- » Metro Vancouver <http://www.metrovancouver.org/Pages/default.aspx>
- » The City of Vancouver <http://vancouver.ca>
- » District of North Vancouver <http://dnv.org>
- » City of North Vancouver <http://www.cnv.org>
- » District of West Vancouver <http://www.westvancouver.ca>
- » Public Transit Information <http://www.translink.bc.ca>
- » BC Ferries <http://www.bcferries.com>
- » Vancouver School Board <http://www.vsb.bc.ca>
- » Vancouver Parks & Rec <http://www.vancouver.ca/parks/>
- » Vancouver Public Library <http://www.vpl.ca>
- » Private School Information <http://www.ourkids.net>
- » BC Hydro (For Electricity) <https://www.bchydro.com/youraccount/main/public/CreateNewService.do>
- » Fortis (For Gas) <http://www.fortisbc.com/Pages/default.aspx>
- » Shaw Cable (TV/I'net/Phone) <http://www.shaw.ca>
- » Telus (For Internet/Phone/TV) <http://www.telus.com/regionselect.html>
- » Novus (For TV) <http://www.novusnow.ca>
- » Bell (For TV/Internet/Mobility) <http://www.bell.ca>
- » Tourism Vancouver <http://tourismvancouver.com>
- » Tourism BC <http://hellobc.com/default.aspx>
- » VIA Rail <http://viarail.ca>
- » Canada Border Services <http://cbsa-asfc.gc.ca/noncan-eng.html>
- » BC Government <http://www2.gov.bc.ca>
- » Welcome To BC <http://www.welcomebc.ca>

