

## USF Preferred Vendor for Relocation Assistance

The University of San Francisco has contracted with a preferred vendor to assist University new hires with their relocation needs. The company's name is **Relocation Breakthroughs** and it serves the Bay Area.

### Relocation Breakthroughs

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Relocation Breakthroughs is available to assist relocating new hires in finding a suitable rental apartment or home. The basic service that Relocation Breakthroughs provides to USF is the 3-hour Rental Tour. A description of this service is below. Other service packages may be offered by Relocation Breakthroughs and this information can be found on their [website](#). Please note that the University's preferred mover is [Crown Worldwide Moving & Storage](#) and you can contact Bob Ford (phone: 650-328-7429) directly for assistance.

### 3-hour Rental Tour

The 3-hour Rental Tour package is a series of conversations and information, bookending the tour itself, which will guide the new hire through the process of finding their new home in the Bay Area.

#### *Conversations:*

The Relocation Breakthroughs' staff will walk the USF new hire through the relocation process. Specifically, via three calls:

- Initial 15-minute call to answer questions, explain the service and schedule interactions;
- In-Depth Needs-Assessment to coach the new hire on how to locate, prescreen and schedule appointments with landlords, apply and get accepted;
- Next Steps Coaching Call to help the new hire complete the home-finding process.

#### *Information:*

Relocation Breakthroughs' office manager will email the following information/materials:

- The date and time of the scheduled Needs Assessment Conversation
- The date and time of the scheduled Next Steps Coaching Call
- What to Bring on Your Rental Tour
- The Move-In Services Guide
- Current Rent Ranges in the SF Bay Area

#### *Tour:*

On the Tour Date, the Relocation Breakthroughs representative will pick up the new hire at a predetermined location (e.g., the airport, hotel, etc.) and take them to see the rentals that the new hire has scheduled to see. At the conclusion of the 3 hours, the company representative will drive the new hire to their hotel or place of accommodation.

The cost of this tour and related services is \$300.