



Coldwell Banker Real Estate Advantage Relocation & Moving Services Authorization Form

Submit to: Jen Richtarcsik, Relocation Consultant

Office: (800) 874-0701 x4929 • **Fax:** (781) 684-7449 • **Email:** jen.richtarcsik@nemoves.com

Date: _____

School/Department: _____

Hiring Unit Contact Name: _____

Dept. ID responsible for payment of authorized services: _____

Dept. Address: _____

Contact Phone: _____ **Contact Email:** _____

Candidate/New Hire Information

Status: Candidate / New Hire – Offer Accepted **Start Date:** _____ Homeowner / Renter

Name: _____

Address, City, State, Zip: _____

Contact Info: Home Phone: _____ Cell Phone: _____

Email: _____

Relocation Services Authorized/Paid by Tufts

\$700 Rental Assistance Approved

One Month's Rent Finder's Fee Approved (if charged)

CBRB Household Goods Shipment/Management Approved
Please forward cost estimate for final approval.

Other Services Authorized:

Employee Receiving a Miscellaneous Allowance of \$_____ for any relocation-related costs, which may include the above.

*Please refer to Relocation Tax Summary Table as some reimbursed expenses are taxable income to the employee which becomes a gross up decision.

Special Instructions

I hereby authorize Coldwell Banker Relocation to provide relocation services to the above named individual. Those services checked off will be paid directly by the Tufts department named above.

Please enter your name here to authorize: _____

Please email completed form to Jen Richtarcsik at jen.richtarcsik@nemoves.com and copy
Margy Ikenberry at margy.ikenberry@nemoves.com.

Authorizations will be confirmed within 24 hours of receipt.