



Corporate Housing Registration Form

Company Name: _____

Contact Information:

Name: _____
Address: _____
Email: _____ Office Phone: _____
Web Site: _____ Fax: _____
Fed Tax ID#: _____ Mobile: _____

Business Information:

1. Describe your company structure; include principle owners, locations, and management team.
2. Who would be our primary contact?
3. How many years have you been in business?
4. Is your company a subsidiary of, affiliated with, or have ownership in a relocation management company?
5. Provide your DUNS number and evidence of your financial strength and viability.
6. Do you offer standardized apartments nationwide?
7. What are your primary market areas?
8. What locations do you have apartments that are directly managed by your firm?

9. What's included in your corporate apartments?
10. What is your initiation/ authorization process?
11. Do you offer pet-friendly apartments?
12. Aside from rent, do you require any additional fees or deposits?
13. Who would the tenant contact in the event of an afterhours maintenance emergency?
14. What are your standard payment procedures and terms?
15. Are there any move-out charges?
16. Explain your quality control process.
17. Do you offer a referral fee program? Explain.
18. Provide a list of client references.
19. Are you open to working with OneSource Relocation to help us develop additional business opportunities?

Fax or Email Completed Corporate Housing Registration Form to:

Michael Luca

Fax: 470-443-1765

mluca@onesourcerelocation.com