

Next Step: Preparing for your First Planning Session

1. In order to get the most out of your First Planning Session and pave the way for a smooth, hassle-free relocation, we request that you send us the following required documents at least 2-4 business days before your scheduled First Planning Session.

Forms are located at: www.ird-pri.com (click Secure Website Login).

- Your Relocation Check List
 - Signed Acknowledgement and Consent to Collect Information
 - Copy of your posting message
 - F6 Print Screen (pay guide) from your BOR, confirming your current pay rate
 - Verification of Pay & Dependents form, to be completed by your BOR
 - Vehicle license plate numbers and province of registration (for all vehicles and trailers)
 - Void cheque or other official document verifying banking information (Please note that funds cannot be deposited to a credit card or line of credit accounts)
2. To get the most out of your First Planning Session, we strongly recommend that you read the following sections of the CF IRP prior to your scheduled appointment with your Brookfield GRS Advisor.
 - Section 3: Common relocation entitlements that apply to the CF IRP
 - Section 11.2: Unaccompanied moves, limitations or enhancements applicable to CF members proceeding unaccompanied to their new place of duty
 3. Finally, Brookfield GRS has published a guide called: *It's your Move*. Packed with tips, tools and examples to assist you during your relocation. The following sections are applicable to your relocation scenario.
 - Planning your move
 - Website