

Preparing for Your First Planning Session

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 complete 3 steps **before** your First Planning Session:

1. **Prepare and send the documents listed below;**
2. **Read the applicable sections of the *CF IRP Directive*; and,**
3. **Read the applicable sections of the *It's Your Move* guide.**

1. Prepare and send the documents listed below

At least **2 – 4 business days before** your scheduled First Planning Session, please submit the required documents listed below:

- Your [Relocation Checklist](#) (available at www.irp-pri.com under [Where to Start](#))
- Signed *Acknowledgement and Consent to Collect Information* form
- Copy of your posting, release or reserve message
- F6 Print Screen (pay guide) from your BOR, confirming your current pay rate (for all Regular Force Members or Reservists and Release Members moving to Quebec)
- Verification of Posting Allowance and Dependant(s) Form, to be completed by your BOR
- Vehicle license plate numbers and province of registration (for all vehicles and trailers)
- Copy of Rental Accommodation or Lease Agreement
- Copy of your notice to vacate your current rental property
- 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 – hand written account/transit numbers are not acceptable)

All forms are available on your [Secure Website](#) unless otherwise noted. Once completed, you can upload forms and documents directly to your file using the Document Management tool on the [Secure Website](#), fax them to your Advisor or drop them off at your local Brookfield GRS office. The coordinates for your Advisor are available on the [Secure Website](#) under the Contact Us tab.

2. Read the applicable sections of the [CF IRP Directive](#)

We strongly recommend that you read all of the sections you identify in Section 1 of your [Relocation Checklist](#) (available on the public website at www.irp-pri.com under the [Where to Start](#) section). Your Advisor will discuss these items with you further during your Planning Sessions.

3. Read the applicable sections of the [It's Your Move](#) guide

Brookfield GRS has published a guide called [It's Your Move](#) with tips, tools and examples to assist you and your family in preparing for this important milestone. Before your First Planning Session, we recommend you read the following sections available under the [Policies & Directives](#) section:

- [Planning Your Move](#)
- [Rent Smart](#)
- [Buy Smart](#) (if you intend to buy at destination)