

INSTRUCTIONS

The Relocation Checklist serves a variety of purposes related to your relocation. Firstly, it will allow you to identify the topics you wish to discuss throughout your relocation; secondly it identifies for you the various reference sections of the Relocation Policy for the RCMP; and thirdly it provides a checklist that is to be used to record when you received the counselling services. Please follow the instructions below:

Step 1: As part of your registration process and prior to your initial planning session, using column 1 please check the items you wish to discuss with your Relocation Advisor, sign and date the form on page 2 and provide a copy to your Advisor 2-3 business days prior to your initial planning session. This will allow your Advisor to tailor your session to your needs.

Step 2: Use the RCL to comment on and keep track of the date you were counselled on the desired items.

Step 3: On or shortly after your final appointment, on page 2 sign the certification to indicate that you received the necessary counselling to help you complete your relocation. Brookfield will require this before finalizing your claim.

File Number:

Name:

Relocation Checklist		1	2
		Registration Check Items You Wish to Discuss	Comments and Date Item Discussed
It's Your Move			
	Review tabs		
Relocation Policy for the RCMP			
Section 1	General Principles (1.01 to 1.13)	<input type="checkbox"/>	
Section 2	Funding Envelope Formulas (2.01 to 2.05)	<input type="checkbox"/>	
Section 3	Sale of Principal Residence (3.01 to 3.15)	<input type="checkbox"/>	
Section 4	House Hunting Trip / Destination Home Inspection Trip (4.01 to 4.19)	<input type="checkbox"/>	
Section 5	Purchase of Replacement Principal Residence (5.01 to 5.19)	<input type="checkbox"/>	
Section 6	Temporary Dual Residence Assistance (6.01 to 6.08)	<input type="checkbox"/>	
Section 7	Rental Accommodation (7.01 to 7.07)	<input type="checkbox"/>	
Section 8	Travel to New Location (8.01 to 8.09)	<input type="checkbox"/>	
Section 9	Interim Accommodation, Meals and Miscellaneous (9.01 to 9.09)	<input type="checkbox"/>	
Section 10	Shipment/Storage/Insurance of Household Goods & Effects (HG&E) (10.01 to 10.15)	<input type="checkbox"/>	
Section 11	Other Relocation Topics (11.01 to 11.04)	<input type="checkbox"/>	
Section 12	Executive Group EX-Equivalent Appointees (12.01 to 12.06)	<input type="checkbox"/>	
Section 13	Retiring/Retired RCMP Members (13.01 to 13.13)	<input type="checkbox"/>	
Section 14	Isolated Posts (14.01 to 14.08)	<input type="checkbox"/>	
Appendix A	Authorization for Spouse to Represent Member	<input type="checkbox"/>	
Appendix B	Common Law Declaration	<input type="checkbox"/>	
Appendix C	Member Couples	<input type="checkbox"/>	
Appendix D	Request to Delay Sale of Principal Residence at Old Place of Duty	<input type="checkbox"/>	
Appendix E	Retention of Principal Residence at Old Place of Duty	<input type="checkbox"/>	
Appendix F	Real Estate Incentive	<input type="checkbox"/>	
Appendix G	HHT Prior to Sale of Principal Residence at Old Place of Duty	<input type="checkbox"/>	
Appendix H	Retirement Relocation Applicable and Non-Applicable Benefits	<input type="checkbox"/>	

CERTIFICATION	Date	Signature
I confirm that throughout my relocation, I wish to be counselled on the items annotated in column 1.		
I certify that I have received counselling from Brookfield GRS as indicated in column 2, and that I have received all the information that was necessary to complete my relocation.		