# UBC Contact & Information Sheet for Relocation

The following form is to assist QMM to ensure they have the correct contact information and details to assist in your relocation. Please fill out the following form and return to Quality Move Management (email - [ubc@qmm.com](mailto:ubc@qmm.com) or fax 604-952-3651) as soon as possible.

|  |  |
| --- | --- |
| Contact Information (To Be Completed by Department) | |
|  | |
| Name |  |
| Position with UBC |  |
| Department |  |
| Department Head/Contact Name |  |
| Department Head Phone & Email |  |
| Administrative/Financial Contact Name |  |
| Administrative/Financial Contact Phone & Email |  |

|  |  |
| --- | --- |
| Departure (Current Address) Information | |
|  | |
| Origin Address |  |
| Home Phone No. |  |
| Work Phone No. |  |
| Cell Phone No. |  |
| E-Mail Address |  |
| Requested Move Date |  |

|  |  |
| --- | --- |
| Address You are Relocating To | |
|  | |
| New Address |  |
| Home Phone No. |  |
| Work Phone No. |  |
| Cell Phone No. |  |
| Email Address |  |
| Requested Delivery Date |  |
| Storage Required |  |

Please note that it is understood that the above information may not be available at this time. If unavailable, please ensure to note the destination city you are relocating to.

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| Important Notes **\*\*\*Please ensure that you have the appropriate immigration paperwork prior to booking flights or confirming move dates. Lack of appropriate paperwork may result in delay of movement of your goods, requirement for storage and/or return of your goods back to former location you were departing from.\*\*\*** For more information on relocating with UBC, please check out: [www.hr.ubc.ca/relocation](http://www.hr.ubc.ca/relocation) |

|  |  |
| --- | --- |
| Date |  |