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_____ AtSeoul Global Realty Inc._____ 앳서울컨설팅중개법인



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Introduction

I am very pleasure to have a chance to introduce my company. My company started from 2011 but all staffs have more than 10 years work experience in the various field in real estate.

We provide specialized services in supporting client who wish to rent a residential or commercial property in Seoul.



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AtSeoul Global Realty

- Company name: AtSeoul Global Realty.
- Established year: 2011(Company name changed)
- Address: 5F, Hannam plaza, Hannamdaero76, Yongsan-gu, Seoul
- 4) Web page: www.atseoul.co.kr
- 5) Point of Contact: Wonho Kwak(Director) Tel: 02)310-9009 mobile: 010-7565-2642
 Fax: 02)310-9779 e-mail: <u>whkwak@atseoul.co.kr</u>
- 6) Number of employees: 8
- 7) Available Languages: Korean, English, German

Services

Visa Service Shipment Temporary Accommodation Area orientation Home finding Settle in Departure Service



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Visa Services

We provide visa service for clients who is planning for work aboard. We discuss HR manager about task purpose, type, and the terms, then we prepare documents based on immigration law and regulation, process visa application.



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- Briefing and consulting process of issuing visa and formalities for entry
- Application service (visa, alien registration and residence registration certificate)
- Service for formalities for entry

Shipment

We have partnership with domestic and international moving-company. With this partnership, our consultant manage and control all the process of moving.



Main Service

2,200 KG

4.850

MAX.

TARE

- Choosing domestic/international moving company and managing moving process
- Providing schedule and document for delivering, and customs-cleared to new residence



Temporary Accommodation

For the temporary expat and the visitors, we can also help clients to reserve serviced residence. We have partnership with various serviced residences in the whole area of Seoul and which allow us to discount their price. We inform the price, area, and the circumstance to our clients, so help them choose best temporary residence.



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- Listing service residence regarding office and commuting distance
- Price negotiation
- Information about Neighbor circumstance and public transportation

Area Orientation

This is the stage of prechecking and preparing to move in to Korea. We explain the conditions of residence and life circumstance and prepare to reserve hotel.

- Reservation of hotel or service residence
- Scheduling airport pickup
- Reservation of visiting Foreign school for clients children
- Explanation of public transportation
- Providing information for leisure and culture life

Home finding

We listing suitable properties as clients' preference of location, type, life style and budget, and tour the properties with them. Once client choose the house we help to process the contract according to the Real-Estate Law and Regulation.



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- Decide housing type, residence and life pattern after consultation with client
- Listing rental house according to budget
- Tour the properties with consultant
- Decide house
- Coordinate contract details and conditions with the lessor
- Processing the contract according to the Real-estate Law and regulation
- Check out the housing facilities (internet, gas, electricity, water, etc.)
- Examine the house before move-in and explain housing appliances
- Explain circumstance around residence and public transportation
- Prompt reaction about the issue from consultant after client move-in

Settle-in

Introducing facilities and circumstance around residence and help customer settle down.



- Open bank account
- Explanation of public transportation
- Shopping information of household items
- Purchasing and activation Mobil phone



Departure Service

We provide departure service for the customer who finishes term of expat.

- Termination of lease contract
- Termination of other service (internet, cable TV, gas, electricity, etc.) and exact calculation
- Refund and exact calculation of deposit and prepaid lease payment

Clients



