Domestic U.S. transfers

Relocation plus.

Let's talk about what's possible.

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Introduction

Change offers challenges and opportunities. On behalf of all your colleagues, we want to thank you for your willingness to make this change. We hope it will lead to personal growth, career development, and prove mutually beneficial.

While there are many benefits available to you, you will be responsible for managing costs associated with your move and you will be expected to keep relocation costs to a minimum.

It is our goal to provide our mobile employees and their families with the tools and assistance to help them relocate in a timely and cost-effective manner. We recognize and respect the diversity of our employees and strive to respond to their unique situations while ensuring fairness and consistency. We will adhere to Company policy and legal regulations and will treat all employees in an ethical manner.

It is our shared responsibility to communicate openly and honestly and to cooperate with one another to ensure the highest level of motivation, morale and productivity during the relocation process.

We are committed to ensuring that our service partners meet our requirements for efficient, customer-oriented service delivery. It is important to note that in providing this program to you, our primary objective is to cost effectively implement the policy and procedures that have been established.

Eligibility

When relocating at the Company's request, you will be eligible for the relocation assistance described in this policy if you are a full-time employee or new hire and your new principal place of work is at least 50 miles farther than the old residence was from the old place of work (i.e., your commute has increased more than 50 miles).

1] Mileage from your home in the departure location to your new workplace: _____

2] Mileage from your home in the departure location to your old workplace: _____

3] **Subtract line 2 from line 1:** _____
The result on line 3 must be equal to or more than 50 miles.

In addition, the anticipated duration of your position is at least one year, and the relocation of your household is necessary to significantly reduce the problems of commuting. You must be able to complete your relocation within one year of the start date of your new position. After this date, you will forfeit eligibility for certain benefits, like new home purchase assistance. If you do not think you will meet these qualifications, contact your Relocation Counselor immediately for further instructions.

Certain relocation expenses for family members (spouses, partners, dependents) may also be reimbursed, provided they reside with you in your permanent residence at origination.

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Roles and responsibilities

Employees of the Company

Your cooperation throughout the transfer will help to ensure your move is accomplished with the least inconvenience possible. Please understand that:

- No later than one year (12 months) after your effective date, you must submit all reimbursable relocation expenses via the Weichert Expense online portal.
- You must also be a full-time employee in the general location of the new residence for at least 39 weeks in the 12-month period immediately following the effective date of relocation.
- You must not contact any brokers directly. You will be referred to Company-approved brokers at both the departure and destination locations. These brokers must be registered to retain eligibility for all your benefits. Please review the addendum to this policy issued by the Employee Relocation Council (Worldwide ERC®), endorsing the practice of Company-approved brokers in relocation home sale and purchase transactions.
- You should retain receipts and other documents to verify relocation expenses and support payments made to you by the Company under this policy.
- You must secure necessary approvals.
- If you relocate and subsequently leave the Company for any reason, all assistance provided under this program will terminate immediately. The Company has the right to require repayment of expended funds from the employee, as described in the Repayment Agreement section of this policy.
- You must complete a service evaluation at the conclusion of your move.

Human Resources

The Human Resources Department will:

- Determine eligibility for benefits
- Approve all relocations prior to advising an employee of eligibility
- Make all initial authorizations for services to all service providers
- Be solely responsible for interpreting policy questions

The Company reserves the right to amend, revise, or terminate provisions outlined in this policy at any time for any reason in its sole discretion. Any exceptions to the policy or procedures outlined in this policy must be approved in advance. There will be no cash allowance in lieu of the relocation benefits stipulated in this policy.

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Relocation Service Company

The Company has selected Weichert Workforce Mobility, one of the most respected relocation service companies in the industry, to assist you in selling, finding and financing your home, or finding the right kind of rental in the new location. A Relocation Counselor will be assigned as your liaison in coordinating all aspects of your relocation and to cost-effectively help us implement this policy.

Please contact the Counselor at any time during the relocation for explanations and clarifications. Responsibilities of the Counselor include the following:

- Review provisions of the relocation policy;
- Plan effective utilization of the program, including costs and policy application;
- Guide you through your individual relocation plan, including all services necessary to the move;
- Coordinate third party services approved by the Company;
- Explain and advise on expense coverage according to eligibility;
- Facilitate payments in accordance with your benefits, as applicable (e.g., expenses, equity, advances); and
- Provide follow-up assistance, as necessary.

Weichert Go

Your Weichert Relocation Counselor will also provide instructions for accessing Weichert Go, a customized and secure private portal that provides you with “anytime” access through any Internet connection. From your personalized homepage, you will be able to:

- Update personal contact information;
- Research destination communities;
- Access helpful moving tips;
- Query expense information;
- Review benefit details;
- Gain access to key destination and departure services, some at reduced costs.

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Company Approved Real Estate Firms / Brokers / Providers [1]



To retain eligibility for certain benefits, you must use Company-approved brokers:

- Do not contact any real estate firm/broker before talking with your Weichert Relocation Counselor.
- Do not register online for departure/destination broker assistance.
- Do not enter into any binding agreements with brokers who are not Company-approved.
- Follow all Home Marketing Guidelines as outlined in this policy.

[1] In some cases, you will be referred to a service provider in lieu of a registered broker.

You will be referred to real estate firms and representatives that must meet strict standards, criteria, and have received specific training in the field of relocation. Upon the initial discussion, the Counselor will review the policy and the relocation process with you. He or she will then help you select a Company-approved agent(s) to work with and will then contact the real estate firms/agents of your choice and explain their role in coordinating departure and destination area activities in accordance with relocation procedures and Company policy.

Important: One of the items that Weichert reviews with the departure area listing broker is the Listing Exclusion Clause. Failure by the broker to sign this document could make you liable for excess real estate commissions (Please refer to the **Listing Your Home** section.)

Having Weichert involved in the home selling and home finding process ensures that you receive a high level of service from real estate firms/agents. With the experience of helping thousands of employees relocate, both nationally and internationally, and as a source of potential repeat referral business for real estate firms, Weichert expects and receives the highest level of service from Company-approved real estate firms/agents.

Weichert Standards for Company-Approved Brokers

- The real estate firm/broker must have no interest (actual or contemplated) in the Company, departure property, or the home to be purchased at destination, including any business or family relationship with the owners of the properties.
- The real estate firm/broker must have relocation-related experience, proven track records in your community, and the highest standards of customer service.

Please review the addendum to this policy issued by the Employee Relocation Council, which further explains the use of Company-approved brokers in relocation home sale and purchase transactions. The addendum includes additional information regarding the process that may affect your benefits.

Repayment agreement

We consider the employees we relocate to be valuable assets to the Company. As an indication of your understanding of the relocation program, you need to sign an agreement to repay relocation allowances and reimbursements should you (voluntarily or involuntarily) leave our employment shortly after your transfer. Please refer to the actual agreement form for details. You must return a signed copy of the agreement prior to your move. Funds will not be disbursed to you until the Repayment Agreement has been signed and is on file.



If you leave the Company's employment voluntarily or are discharged for cause at any time during the one-year period following your date of transfer, you are required to repay 100% of the relocation expense benefits to the Company.

Retention of any payments made under the relocation program is expressly conditioned on your continued employment with the Company. It is understood that nothing in this policy guarantees that the Company will employ you for any specified period of time.

Please note that such Repayment Agreements are customary practice and reflect our desire to ensure our mutual understanding of the expenses involved in relocation and that we have your long-term commitment to the Company.

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Relocation expenses

Reimbursement Process

The relocation program covers many areas in which relocation-related expenses are reimbursable. Your Relocation Counselor will review expense reimbursement procedures with you. The following are the most notable guidelines that must be adhered to:

- All reimbursable expenses must be reasonable and appropriate for the location.
- Original or scanned receipts are required for all expenses.
- It is important to separate your relocation-related expenses from your business expenses, even if they occur during the same week.
- Relocation expenses must not be submitted for business expense reimbursement.
- Business expenses must not be submitted for relocation expense reimbursement.
- All reimbursable expenses must be incurred within twelve (12) months of the effective date of transfer and submitted within thirty (30) days from the date incurred.
- All relocation expenses must be submitted via the Weichert Go portal.

Miscellaneous Allowance

The Company recognizes that some expenses you may incur are not specifically covered under this relocation policy. If you are a homeowner, you will qualify for a Miscellaneous Allowance of $5,000; if you are a renter $3,000. This allowance is designed to assist in the various costs you may experience, including but not limited to:

- Security deposits on temporary living
- New auto registrations
- Driver's license fees
- Installation of new appliances
- Housecleaning
- Installation/connection of phone, cable or internet services
- Utility deposits
- Moving items not covered under the shipment of household goods, including antiques or valuables
- Transportation, boarding of pets
- Club memberships and dues
- Replacement of decorative items (e.g., drapes, window accessories, floor covering)
- Unexpired insurance
- Cleaning and maintenance contracts

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Pre-departure expense

The following benefits will be coordinated and managed by the Relocation Counselor:

Home Finding Trip

The Company has designed a Home Finding program with Weichert to assist you with locating a residence at your new location.

After initial destination counseling to find out about your housing and community needs, your Relocation Counselor will help you select a Company-approved provider to assess your needs and develop a profile of your preferences for commuting, lifestyle, amenities, schools, etc.

The provider will suggest several possible community choices and will assist you in organizing a home finding trip. This trip will focus on providing destination information, affordability and availability of housing that meets your criteria. Upon arrival, the provider will take you on an area orientation prior to previewing specific properties that meet your preferences.



To retain eligibility for all applicable relocation benefits, do not register on real estate internet sites. Instead, work with your designated Company-approved broker and/or discuss alternatives with your Relocation Counselor.

The Company will reimburse expenses for you and your spouse/partner for one trip for a maximum of **seven** days. Expenses include:

- A meal per diem of $50.00 per adult
- Lodging for six nights
- Mid sized car rental
- Round-trip airline tickets based upon a seven-day advance purchase or personal auto mileage at the current IRS relocation mileage reimbursement rate. The distance between your old location and new location must be greater than 250 miles to qualify for air transportation.

Note: You should not *purchase* a new home until your old home is sold. To minimize duplicate housing costs, you should consult with your Relocation Counselor to develop an aggressive marketing plan for your home in the departure location to ensure it is sold in a timely manner.

Lease Cancellation

For employees who are renters at the time of the move, the Company will cover the following expenses:

- Lease Break Expenses - You will be reimbursed with confirmation of expense in the form of a canceled check or receipt and a copy of your lease.
- Security Deposit Loss - If your security deposit is retained by your landlord because you've terminated your lease early, the Company will reimburse you. If your security deposit is retained for alleged damage to your unit, the Company will not reimburse the loss of your security deposit.

The total of categories above will not exceed two months of rent (departure location), up to a maximum of $5,000.

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Home marketing plan

Selling your home quickly and for the best price is not only good for you – it is also good for the Company. It expedites your relocation and keeps costs to a minimum. Our Home Marketing Plan provides you with both the strategy and action plan needed to sell your home for the best price in the time available.

Once you have been authorized for the Home Sale Assistance Program with Weichert, your Relocation Counselor will review the program and arrange for two brokers to make appointments with you to view your home. They will evaluate your home and prepare a Broker's Market Analysis (BMA), an assessment of your home's value and determine the market conditions in your area. Professionals at Weichert will carefully analyze this data and make recommendations including:

- Most likely sales price
- Suggested initial list price and terms
- Recommended repairs and improvements, if warranted
- Target buyers
- Concentrated marketing approaches that will produce results



Certain benefits are contingent upon following these **Marketing Guidelines**:

- List the home for sale with a Company-approved broker;
- List the home for sale at an initial price not to exceed 105% of the *most probable sales price* established by Weichert from the BMAs;
- Implement price adjustments as recommended by your Relocation Counselor; and
- Present all offers to your Relocation Counselor.

Weichert will make arrangements for a title search, as required under our policy.

Broker Selection Process

Do not contact any real estate agent before you speak with your Weichert counselor. Weichert must refer you to and make the initial contact with any real estate agent. Failure to do so will result in a non-compliance fee of *$1,200* for which will be you are responsible. Please refer to the section Roles & Responsibilities section of this policy for further information.

The Real Estate Agent Interview Guide is available on Weichert Go to help you assess the agents available to work with you. It will be your choice as to which of the two Company-approved brokers you ultimately choose to list your property. Please consult with your Counselor and advise them accordingly so they can place the official referral. *When you list your property, an Exclusion Clause MUST be a part of the listing agreement. (Please refer to the section **Listing Your Home**.)*

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Disclosure

Real estate transactions are governed by laws and regulations designed to protect the interests of both sellers and buyers. Every home seller has certain duties and obligations to a buyer, including full disclosure of all pertinent information about the condition of the home and its surroundings. In this regard, you can protect both yourself and the Company from potential litigation by the timely and thorough completion of all forms and documents pertaining to the condition of the property. It is not the intent of the Company to relieve you of your duties and obligations including (but not limited to) completing all necessary repairs and full disclosure.

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Home sale assistance program

Eligible Properties

In order to qualify for home sale benefits, you must be a homeowner in your old location. Your primary home is defined as the residence where you are physically residing; the one you use for voter registration and tax reporting.

To qualify for the Home Sale Program, the home must be:

- Your primary residence, and title must be in your name (or held jointly with your spouse/partner) when the relocation is authorized
- Zoned residential
- A one or two family residence
- Structurally sound and not have excessive levels of radon or contain asbestos, lead paint or other toxic substances, including urea formaldehyde, polybutylene plumbing/piping, and synthetic stucco (External Insulated Finish Systems)
- Able to qualify for mortgage financing

Residences that are **not eligible for the Home Sale Program include, but are not limited to:**

- All cooperative apartment units
- Condominiums having restrictive by-laws which prevent a sale to the Company
- Mobile homes located on leased ground
- Income or investment properties
- Vacant land
- Any home with defects, which may affect the marketability, insurability, or ability to secure a mortgage (defects include, but are not limited to, synthetic stucco, LP siding and septic system defects)
- Any home in which any structural additions, changes, or repairs have been made without all necessary permits and government approvals being obtained
- Any home in which a part is used or zoned for non-residential purposes
- Any home built with hazardous materials or on a hazardous site/location (e.g., radon gas, asbestos, urea formaldehyde, buried oil tanks improperly contained)
- Any home with excess acreage for the area
- Any home which all, or a portion of, is incomplete or would require excessive repairs
- Any home which could be rendered unmarketable because of the employee misrepresenting information about defects

Home Sale eligibility is subject to title searches and potential inspections, including, but not limited to moisture, septic tank and drain field inspection, water availability, water quality test, radon and other toxic substance inspection, structural and pest inspections. In addition, if you are uncertain whether necessary permits/approvals were obtained for work done before you purchased the property, your Counselor will request confirmation through the listing broker. Should the Company, in its sole discretion, determine through professional consultation that a problem exists in any of the aforementioned areas, or any other areas, the Company reserves the right to exclude the employee's home from the Home Sale Assistance Program. Primary homes that are not eligible for home sale assistance may qualify for direct reimbursement of reasonable and actual home sale costs, as outlined in the section *Selling Your Home on Your Own*.

Buyer value option (BVO) program overview

Eligible Properties

In order to qualify for home sale benefits, you must be a homeowner in your old location. Your primary home is defined as the residence where you are physically residing; the one you use for voter registration and tax reporting.

To qualify for the Home Sale Program, the home must be:

- Your primary residence, and title must be in your name (or held jointly with your spouse/partner) when the relocation is authorized
- Zoned residential
- A one or two family residence
- Structurally sound and not have excessive levels of radon or contain asbestos, lead paint or other toxic substances, including urea formaldehyde, polybutylene plumbing/piping, and synthetic stucco (External Insulated Finish Systems)
- Able to qualify for mortgage financing

Residences that are **not eligible for the Home Sale Program include, but are not limited to:**

- All cooperative apartment units
- Condominiums having restrictive by-laws which prevent a sale to the Company
- Mobile homes located on leased ground
- Income or investment properties
- Vacant land
- Any home with defects, which may affect the marketability, insurability, or ability to secure a mortgage (defects include, but are not limited to, synthetic stucco, LP siding and septic system defects)
- Any home in which any structural additions, changes, or repairs have been made without all necessary permits and government approvals being obtained
- Any home in which a part is used or zoned for non-residential purposes
- Any home built with hazardous materials or on a hazardous site/location (e.g., radon gas, asbestos, urea formaldehyde, buried oil tanks improperly contained)
- Any home with excess acreage for the area
- Any home which all, or a portion of, is incomplete or would require excessive repairs
- Any home which could be rendered unmarketable as a result of the employee misrepresenting information about defects

Home Sale eligibility is subject to title searches and potential inspections, including, but not limited to: moisture, septic tank and drainfield inspection, water availability, water quality test, radon and other toxic substance inspection, structural and pest inspections. In addition, if you are uncertain whether necessary permits/approvals were obtained for work done before you purchased the property, your Counselor will request confirmation through the listing broker. Should the Company, in its sole discretion, determine through professional consultation that a problem exists in any of the aforementioned areas, or any other areas, the Company reserves the right to exclude the employee's home from the Home Sale Assistance Program. Primary homes that are not eligible for home sale assistance may qualify for direct reimbursement of reasonable and actual home sale costs, as outlined in the section *Selling Your Home on Your Own*.

Opt out (selling your home on your own)

Through the Home Sale Assistance Program, there are tax advantages to you and the Company. In this program, we do not have to report the expenses associated with the sale of your home as income to you.

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If you reject the Company's Home Sale Assistance Program, or do not want to follow the guidelines for this option, the Company will reimburse your closing costs up to the maximum listed below. However, you will be responsible for all income taxes associated with reimbursement of these costs.

If your home is not an eligible property, as indicated in "Eligible Properties," your reimbursement will be tax protected.

Should you elect not to follow the mandatory program guidelines outlined above, you will forfeit all home sale assistance benefits as well as reimbursement of home purchase closing costs in the new location. You will be eligible for direct reimbursement of home selling costs only; however, this reimbursement will be treated as income and will NOT be tax protected. Furthermore, there will be no extension to temporary living or other benefits due to the delay in selling your home in the departure location.

Reimbursements up to **8%** will be covered as follows, provided these costs are reasonable and customary and documented:

- Real Estate Commissions
- Mortgage Prepayment Penalties
- Transfer Taxes
- Escrow or Closing Fees
- Recording Fees
- Deed Stamps
- Attorney Fees
- Document Preparation Fees
- Notary Fees
- Reconveyance Fees

Specifically excluded from reimbursement are any concessions (including, but not limited to, rebates, repairs, improvements, or selling costs) the seller/employee agrees to pay, which would normally be paid by the buyer; property taxes; interest payments; insurance; property repairs or cleaning; mortgage discount points or new loan costs; utility bills; and extermination service fees.

You must submit a closing statement with your request for reimbursement.

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New residence

Rental Assistance & Home Finding Counseling will help you find an affordable home or apartment as quickly as possible and get settled in with the least amount of inconvenience and cost.

As outlined in the *Home Finding* section of this policy, your Relocation Counselor will assess your needs and develop a profile of your preferences for commuting, lifestyle, amenities, schools, etc. The Counselor will refer you to a Company-approved broker who will assist you in finding a home in the new location.

If you are a homeowner and choose to rent in the new location, you may receive rental assistance as described below. Should you subsequently choose to purchase a home within six months of your start date, you may receive new home purchase assistance; however, you must work with a Company-approved broker to facilitate the home purchase.

Rental Assistance

After an initial assessment, the Company-approved broker will provide you with an area orientation in conjunction with previewing specific rental properties that meet your preferences. When you find the right apartment/home, the Company-approved broker will help you prepare the lease application and negotiate any special provisions, which will provide greater protection to both you and the Company.

When a lease is signed in the new location, a clause allowing you to terminate the lease if you are transferred again must be included, such as:

> ***If tenant(s) is (are) transferred by his/her/their employer to another location, this lease shall be terminated without penalty, provided the tenant(s) give(s) the landlord at least 30 days' notice.***

In certain locations, the Company may provide reimbursement of customary costs associated with obtaining a rented property, including the agent's commission and finder's fees not to exceed one month of rent.

New Home Purchase Assistance

Your Weichert Counselor will refer you to a Company-approved broker, who will assist you in organizing an area orientation of suitable, affordable communities. This representative will accompany you on your preview of specific homes that meet your preferences. When you find the right home, the broker will assist you in preparing the Offer to Purchase, scheduling inspections, and planning your home purchase.



New Construction: Building a new home is a personal decision. If you decide to build, you will be responsible for any and all additional costs directly resulting from this choice, including the following:

- Extensions on temporary living due to construction delays
- Builder's costs relative to construction loans

Please also evaluate the impact of the financial burden, equity risk, and inconveniences associated with this decision.

We strongly recommend that you review the properties that are listed as eligible for home sale, outlined previously in this policy. Choosing the right home that meets these eligibility requirements will assist you in the future, if you should move again under this program.

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Mortgage Assistance

Best Buy offers a network of preferred lenders provided to you by your Relocation Counselor. These lenders are able to offer many attractive and very competitive mortgage programs. Often, the Mortgage Consultant can streamline the mortgage experience for you.

Pre-Approval

In the current market, a mortgage pre-approval is a significant advantage to have when beginning the house hunting process. Preliminary credit approval is a useful tool for negotiating the purchase price of the new home. Home sellers are often willing to make concessions to buyers if they know financing will not be a problem.

Mortgage Programs

A variety of programs are available, and your Mortgage Consultant will help you select the right one. Once a home is selected, he or she will guide you through the mortgage process to ensure your closing proceeds in a smooth and expeditiously as possible.

Home Purchase Closing Costs

If you currently own your principal residence and are purchasing a home within 12 months of your effective start date at the new location, the Company will pay for some of the closing costs associated with purchasing your new home. It is recommended that you work with the Company-approved lender. The most significant benefit is that you won't have to come up with the funds to cover your reimbursable closing costs; they will be billed directly to the Company.

By working with a Company-approved lender, actual and reasonable expenses for the following closing costs are eligible for payment, up to a maximum of 2% of the purchase price:

- Discount Points based on Sliding Scale below:

Interest Rate*	Discount Points Paid
Below 6%	0%
6.01% to 7.00%	.5%
7.01% and above	1.0%

**The number of points paid is based upon the Fannie Mae (FNMA) 60-day commitment rate for a 30-year fixed rate mortgage that is in effect on the day the interest rate is "locked in."*

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- Lender's Title Insurance or fees for examination of title, as required by lender (Owner's Title Insurance is excluded)
- Normal and customary settlement or closing fees charged by the Title Company and/or lender to close the sale (not including items such as taxes and insurance that must be paid in advance into escrow accounts)
- Normal and customary attorneys' fees
- Normal and customary recording fees
- Notary fees, documentary stamps
- Courier expenses
- Assumption or transfer fees
- Mortgage application fees
- Appraisal and/or survey of the new home, if required by the lender
- Credit report charges

Prepaids including (but not limited to) property taxes, mortgage interest, hazard insurance, PMI, down payment, association fees, Owner's Title Insurance and repairs required by lender are excluded.

If you choose to use another lender, you may request a cash advance of your estimated costs, but the Company will only reimburse a total of 1% of the purchase price. Your lender is required to give you a Lender Estimate. At least 10 days prior to your scheduled closing date, you should advise your Relocation Counselor of your request for the advance and fax a copy of the Lender Estimate.

To receive reimbursement for the balance of your closing costs, you must complete and submit a Relocation Expense Report that itemizes each reimbursable expense, along with a copy of the final closing statement.

Temporary living assistance

If you are required to report to work at the new location prior to finding and/or occupying a new permanent residence, temporary living may be necessary. Temporary living is meant to be for a limited amount of time and requires you to focus your efforts on obtaining a new residence quickly.

Your Relocation Counselor is responsible for coordinating suitable and cost-effective temporary housing. To maintain eligibility for this benefit, you must not make temporary living accommodations prior to your discussion with the Counselor.

If deemed necessary, temporary living expenses will be provided for you and accompanying family members that is reasonable for your family size and location, up to a maximum of 60 days for Homeowners and 30 days for renters. If your family is not accompanying you to temporary living, one return trip home during temporary living-coach airfare for employee.

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Household goods transportation

Weichert will handle arrangements for the movement of your household goods. Your Relocation Counselor will discuss your options and help you select the right services to expedite a cost-effective move. The Company will be billed directly from the carrier for the cost of shipping your household goods. An adult must be present when your goods are packed and delivered.

The Company will pay for the following services:

- Normal packing and necessary materials
- Transportation of household goods to the new destination – services include packing, transportation, and unpacking to ***one*** location
- Normal appliance services, including wiring and plumbing modifications required within the house for disconnection and reconnection of appliances, up to a maximum of $300 in either location
- Delivery to the new home – Monday through Friday; if needed, weekend delivery will be covered
- Normal unpacking and removal of packing materials
- Shipment of up to 2 automobiles with the exception of unique, ultra luxury or exotic collector autos.

The Company will not pay for the following services:

- Exclusive use of the van, expedited service, weekend or holiday delivery, extra drop-off/pick-up stops, or gratuities/tips
- Housecleaning, maid, or debris removal service at either the old or new home
- Removal or installation of wall-to-wall carpeting, draperies and/or rods, electrical fixtures, water softeners, or similar items
- Disassembly or reassembly of children's playhouses or swing sets, portable swimming pools, waterbeds, utility sheds, fencing, or items of a similar nature
- Dismantling of exercise equipment and pool tables
- Shipment of safes and wine collections
- Packing or transportation of unusually large or luxury items like hot tubs, sheds, boats, or snowmobiles, trailers, airplanes, and swimming pools
- Shipment of household pets, plants, building materials, wood
- Packing or transportation of any high value items like art, antiques, or precious jewelry
- Storage
- Warehouse handling

Moving companies are prohibited from shipping the following items:

- Handguns/ammunition
- Toxic or hazardous goods, flammable liquids, including gas grill fuel tanks (e.g., propane, butane)
- Personal documents
- Alcohol and perishable items such as frozen food

Insuring Your Household Goods

The Company provides full replacement insurance of your household goods up to $100,000. High value items must be listed on a separate inventory form and are not covered by the Company. The Company cannot replace (nor will shippers agree to handle) high value items like securities, cash, art, heirlooms or precious jewelry and, therefore, we recommend you pack and transport these items yourself.

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Self-move option

If you have limited personal belongings and are considering moving your possessions yourself, please talk to your relocation counselor. You may choose to pack and transport your own belongings and will be provided with an allowance to assist with these costs. Homeowners are eligible for a one-time payment of $12,000; renters will receive $10,000. Your counselor can help you make arrangements to rent a truck or trailer.

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Final move expenses

You will be reimbursed for actual travel and lodging expenses incurred by you and accompanying family members for the final move to the new location.

Expenses include:

- If driving, mileage (based on the current IRS reimbursement rate) will be paid for the most direct route for up to two vehicles
- If shipping automobiles, airfare will be reimbursed for all family members at the coach class rate for one-way tickets purchased at least seven days in advance
- Meals up to $35 / day, per person
- Reasonable lodging enroute to the new location

All reservations for air travel and hotel are to be made through the designated travel provider. Employees are encouraged to make travel arrangements at least two weeks prior to travel, if possible.

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Spouse / partner care assistance

We recognize that an employee's spouse / partner may need assistance in transitioning into a new job and location, and that the needs related to relocation vary with each individual. The Spouse/Partner Career Assistance Program reduces relocation related stress and promotes acclimation to the new location by providing appropriate transition support and job search assistance through coaching, customized research and materials, as needed, by a personal consultant who provides on-going support before, during and after the move.

Your spouse / partner will be eligible for coverage for up to one year from the relocation notification date, up to a maximum of $1,650. Assistance includes:

- Resume writing, job search assistance, interviewing techniques, networking
- Re-certification, or courses necessary for employment
- Individual counseling
- Professional association membership costs
- Personalized market analysis
- Comprehensive training workshops
- Consulting sessions for education and volunteer activities

Costs associated with business start-up or operating costs (such as advertising, business cards, web design) will not be covered.

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Tax information (gross-up)

The Company’s tax provision for the various "relocation expense" items is outlined below. The actual gross-up decision is based on the deductibility of the item according to current IRS tax laws.

Relocation Expense	Gross Up
Miscellaneous Allowance	Yes
Home Finding Trip	Yes
Mileage Reimbursement	Yes
Lease Cancellation	Yes
Home Sale at Departure Location Through Relocation Service Company	No
If the Home is NOT eligible for Direct Reimbursement of Home Selling Costs under Home Sale Program	Yes
New Home Closing Costs	Yes
Rental Agent's Commission / Finder's Fees	Yes
Temporary Living	Yes
Household Goods	Yes
Final Move Meals and Mileage	Yes
Final Move Lodging/Transportation	Yes
Spouse/Partner Career Assistance	Yes

Although the Company's gross-up policy is competitive, it may not cover your entire tax liability. It is our policy to calculate your gross-up based upon the Federal supplemental rate of 25% for all taxable, non-deductible relocation expenses.

Based on IRS and state requirements, the Company will include reimbursed relocation expenses on your W-2 form in the year in which they are paid. Any expenses that roll over into the next year will be reported as income in that year and will be grossed-up for taxes due in that year.

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Year-end tax report

At the end of the year, you will receive your W-2 form as prescribed by law. By January 31st of each year, you will be able to access on Weichert Go a statement detailing the relocation expenses related to your move, including money paid on your behalf to help offset the tax liability from this additional income. The additional payment, which is reported as income to you, is known as “tax gross-up” and is provided for all taxes.

The benefit of tax gross-up is intended to assist you with the tax liability you may incur as a result of taxable relocation earnings being added to your income. It is not intended to make you whole from a tax perspective. The tax gross-up provided is also considered income is included in the tax gross up calculation and as such is included in your income.

Additional Tax Resources

- Nothing in this policy should be construed as providing, directly or indirectly, income tax advice. For more information about moving expenses, we suggest that you obtain IRS Publication 521 "Moving Expenses" and that you retain the services of a professional tax advisor/preparer.
- Weichert’s Tax Department provides information about your relocation expenses and tax gross-up. Weichert has an email box to assist you with any questions regarding your gross-up calculation that we have provided.

taxhelp@weichertwm.com

Addendum

A workforce mobility alert from WORLDWIDE ERC®
THE WORKFORCE MOBILITY ASSOCIATION



READ! REACT!

If you're relocating, read this.
The benefits you save may be your own.

STOP! Find out about the company's real estate broker relationships.

You may be anxious to put your house on the market or to start househunting (to rent or to buy). You may even know someone locally who has said they can list your house for sale, or in your destination location who wants to work with you in your home search.
But before you do anything, read this entire page!

• Your relocation is administered according to the company's relocation package. The company may have established relationships with certain relocation management service providers and real estate brokerages for you to work with for all of your housing needs. If so, these relationships have been established for solid reasons:

— The brokerages and relocation services we support through our relocation policy have a proven track record in providing specialized services to transferees. Because they are relocation professionals, they can anticipate the concerns and needs of the transferee and family.
— Our company, or the relocation management service provider we utilize, may have an agreement with certain brokers and brokerage firms that provide a referral fee back to our company for having referred you as a client. This can only occur because our company, or the relocation management company that administers our policy, is a licensed real estate company that can legally collect a fee.

READ! Know your relocation policy and protect your benefits.

• In many instances on both the departure and the destination side of the relocation, a business relationship may have been established with the real estate broker to collect a referral fee on any real estate transaction. These relationships also provide revenue to offset the cost of relocation to the company, as well as ensure quality service to employees during the relocation process. This business and financial strategy is one that must be adhered to, because action outside of these guidelines can cost the company substantial and unanticipated fees for your relocation: fees that might impact on you.

• If you list your property or obligate yourself at the destination location with a real estate brokerage on your own, and outside of our plan, before understanding the guidelines of your benefits package, you could be jeopardizing some of the options to which you are entitled. Our contracts with professional relocation service providers make it possible to provide strong relocation assistance, and working outside of the arrangements we have made can cause you to lose some of the packaged options.

REACT! Do the right thing.

• Don't jump the gun. Before making any contact with a real estate licensee or taking any action with regard to the sale or purchase of real estate related to your relocation, read your relocation policy and talk to your relocation administrator.

• Protect your relocation options.

• Support the company's financial strategy in providing strong relocation assistance.

This information was developed by Worldwide ERC® to improve transferee understanding of corporate real estate relationships. It does not, by itself, constitute policy or serve as a guideline for specific company relocation policies. Contact your employer or relocation management company for details on your relocation policy. © 2010 Worldwide ERC®

Acknowledgement and agreement form for new and existing employees

Complete and return to your counselor at the fax number provided to you during your intro call.

I acknowledge that I have received, read and understand Best Buy Enterprise Services, Inc.'s Relocation Policy. I agree that in the event of my resignation/termination of employment with Best Buy within one year I will repay 100 percent of my relocation benefits within five (5) business days of my last day of employment or upon such other repayment terms as are mutually agreed upon in writing. ***Although a relocation may be intended for a period of 6 to 12 months (depending on the relocation assignment), I further acknowledge my understanding that relocation is not a contract for employment for the intended period of the relocation.***

If Weichert is unable to collect the referral fee, for any reason, from the real estate listing broker in the sale of my current home, I further agree to pay a fee of $1,200, which will be deducted as a closing cost against the proceeds derived from the sale of my current home. If Weichert is unable to collect a referral fee for any reason from the real estate agent assisting in the purchase of my new home, I understand that I will forfeit the reimbursement of my new home closing costs.

_____ _____

Employee Signature Date

_____

Print Name

For Weichert use only:

Date Acknowledgement & Agreement Form received: _____

_____