

# MADRID SMART Move

## Your Trusted Partner for Your Move to Madrid

Housing Search  
Workspace Search  
School Search  
Administrative Procedures

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 [www.madridsmart.es](http://www.madridsmart.es)

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## Our Personalized Services

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### PAPERWORK, THE FIRST STEPS WITH EASE

- City hall
- NIE
- INSS
- Digital signature
- Bank account opening
- Utility contract holder change
- Insurance contract holder
- ...

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### YOUR ACCOMMODATION, OUR MISSION

#### "ESSENTIAL" PACKAGE

- Initial video consultation.
- Comprehensive criteria listing & solvency study.
- Housing search.
- Up to 5 property viewings: We select the best "good match" properties and schedule your viewings.
- Lease negotiation & signing.

#### "COMFORT" PACKAGE

- All the steps of the "Essential" package.
- + Property visits & video reports: We conduct in-person visits to up to 5 selected "good match" properties and provide detailed video reports of the properties and neighborhoods.

#### "PRIVILEGE" PACKAGE

- All the steps of the "Comfort" package.
- + Utility setup & internet connection.
- + Personal check-in & detailed check-in report.

# Let's do it!

Madrid, a seamless and confident transition.

We provide comprehensive support to ensure your employees settle into Madrid with ease, offering a structured, reliable, and stress-free relocation experience. Our approach is designed to streamline every stage of the process and uphold the standards expected in international mobility programs.

We coordinate all key aspects of the transition—from securing suitable housing and navigating administrative requirements to guiding families toward the right educational solutions. Throughout the journey, we maintain consistent follow-up and clear communication, ensuring your talent feels informed, supported, and fully prepared for their new environment.

Our objective is simple: create the optimal conditions for a successful onboarding, allowing your employees to focus on their roles, engage quickly, and perform at their best. Together, we turn every relocation to Madrid into a smooth, positive, and professionally managed experience.

*Gaëlle and Alex*

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## Our Personalized Services

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### CUSTOMIZED SCHOOL SEARCH

- Initial video consultation to understand the family's needs, expectations, and requirements.
- Identification of the most suitable schools.
- Verification of availability at the selected schools.
- Coordination of all school appointments.
- Accompaniment of the family to school visits over a two-day period.
- Follow-up interview to review impressions and refine choices.
- Support with application forms and full registration process.

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### WORKSPACE SEARCH

- Initial video consultation to understand the company's needs, expectations, and operational requirements.
- Comprehensive criteria listing and feasibility review to define precise search parameters aligned with market conditions.
- Office space search based on validated criteria.
- Property visits and video reports: in-person visits to up to five selected "best match" office spaces, with detailed video reports covering both the properties and their surrounding business environments.