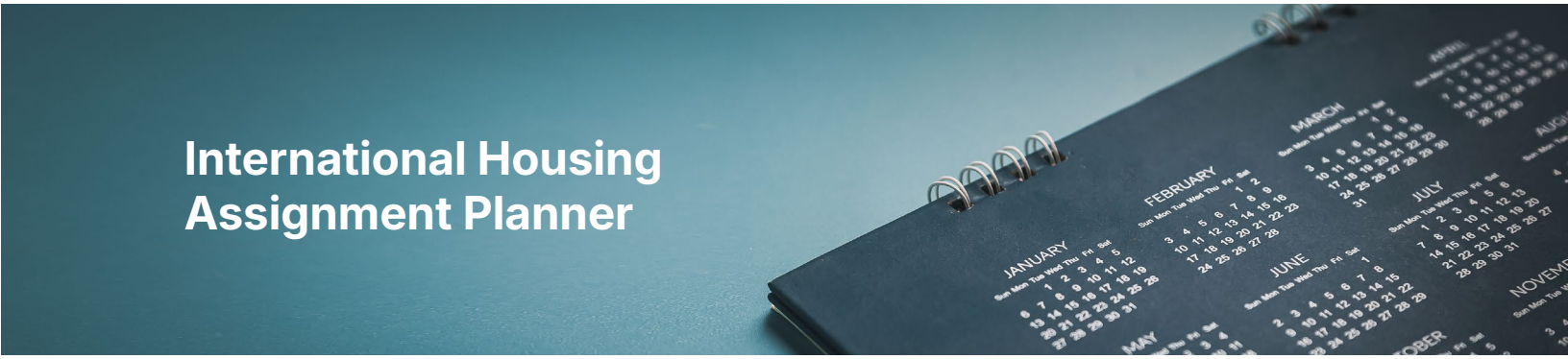
National

International Housing Assignment Planner



A smoother international assignment starts with the right information. Successful housing planning begins before a property is selected. Assignment timing, local housing expectations, employee needs and billing requirements all shape the right solution.

Use this planner to clarify requirements, align stakeholders and identify questions before the housing search begins. Complete what you know, flag what needs confirmation and revisit the details as plans develop.

Details do not need to be final to use this planner. Assign follow-up items in the next-actions table. Record only information needed to plan and support the housing stay.

01 Define the assignment

Start with the assignment's goals so housing supports the employee's work and the business's needs.

- Request owner, company or program, and housing decision deadline
- Home country; host country and destination city or region
- Business purpose
- Assignment type: traditional assignment, short-term project, permanent transfer, commuter arrangement, extended business trip, hybrid or remote arrangement, other, or unknown
- Individual or group assignment; expected employee and unit counts
- Expected assignment start and end dates
- Target housing move-in and move-out dates; flexibility around each
- Potential extensions, early departures or staggered arrivals
- Expected travel back to the home country; continuous, rotational or hybrid work pattern or assignment
- Readiness milestones affecting housing dates and who confirms them, including immigration or work authorization where relevant or required by law

Open questions and next steps: _____

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02 Confirm location and commute requirements

The right location should work for the employee's actual routine, including their schedule and transportation options.

- Exact office or worksite address
- Expected in-office frequency and working hours or shifts
- Acceptable commute time and preferred method of transportation
- Transportation availability during expected working hours
- Parking, vehicle or shuttle requirements
- Travel to additional worksites
- Access to groceries and everyday necessities for household routines
- Location priorities and constraints

Open questions and next steps: _____

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03 Understand who is moving

Housing should support the employee and any accompanying household members as they settle into the destination.

- Traveling alone or with family; total occupants
- Children's age ranges and schooling or childcare needs affecting location
- Pets and relevant property requirements
- Accessibility requirements affecting property suitability
- Employee familiarity with the destination
- Language or communication support needs
- Destination orientation or cultural preparation needs; who coordinates them
- Safety, comfort or lifestyle needs affecting housing suitability

Open questions and next steps: _____

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04 Clarify housing requirements

Confirm what “furnished” includes in the destination market, and distinguish essential requirements from preferences. Local availability may affect the options and tradeoffs. For each requirement, mark each requirement R (required), P (preferred), F (flexible) or N/A (not applicable), then record the details that matter. For required items, specify the minimum acceptable standard.

Requirement	Priority	Specific items to confirm
Property type		Apartment, serviced apartment, house or other
Bedrooms and bathrooms		Number, sleeping arrangements and layout
Furniture and household essentials		Furniture, linens, towels and kitchenware
Kitchen and appliances		Cooking facilities and essential appliances
Workspace		Desk, chair or separate work area
Internet		Connectivity needs and included service
Laundry		In-unit or on-site facilities
Heating and air conditioning		Required areas and seasonal needs
Elevator and access		Step-free access or other access needs
Parking		Number of spaces and specific requirements
Housekeeping		Frequency and included or optional service
Building amenities		Amenities affecting suitability
Security and controlled access		Relevant access or security requirements
Pets		Type, size and property restrictions

Open questions and next steps: _____

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05 Align financial and administrative details

Agree on how housing will be approved, paid for and tracked before booking. Confirm the total expected cost and the terms that could affect it.

Budget and inclusions

- Approved housing budget or range, currency and nightly or monthly basis
- Whether the budget includes taxes, utilities, fees and other services
- Utilities and internet: included services, caps or separate charges
- Housekeeping, parking and other included or reimbursable expenses
- Local taxes and housing-related fees
- Approach to exchange-rate changes and when budget approval must be revisited

Contracting and payment

- Contracting party and billing entity
- Destination-specific booking or lease documentation; who confirms requirements
- Billing currency, payment method and payment timing
- Deposit amount, who funds it, and refund recipient and process
- Purchase-order requirements and cost-center coding

Billing and visibility

- Billing contact, invoice structure and required supporting detail
- Reporting requirements, recipients and frequency

Approvals and terms

- Housing and financial approval contacts
- Approval authority for exceptions or additional charges
- Booking and cancellation terms to confirm before commitment

Open questions and next steps: _____

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06 Prepare for arrival

Confirm the practical details that help the employee arrive, access the property and reach support when needed.

Arrival and access

- Arrival date, time and destination time zone
- Initial transportation needs and who coordinates them
- Property access process and check-in hours
- Delayed-flight and late-arrival arrangements
- Pre-arrival instructions: sender, recipient, timing and language

Ready for move-in

- Who confirms the property is ready before arrival
- Internet, utilities and agreed furnishings ready for use
- Alternative arrangements if the property or access is not ready

Communication and support

- Primary local or housing support contact
- Language support and time-zone coverage
- After-hours contact and support process
- Who communicates with the employee and internal stakeholders
- Issue-escalation process and emergency contact instructions

Open questions and next steps: _____

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07 Plan for changes and departure

Assignment plans can change. Confirm the housing terms, decision process and departure responsibilities before they are needed.

Changes to the stay

- Extensions: availability, notice deadline, approval and potential rate changes
- Early departures: notice deadline and financial implications
- Date changes or cancellations: process, deadlines and potential charges
- Changes to immigration or assignment timing: who updates the housing team
- Who confirms revised terms in writing

Disruptions and alternatives

- Alternative housing if the original property becomes unavailable
- Backup options in constrained markets
- Emergency or disruption support process
- Decision authority and communication across time zones

Departure and closeout

- Move-out instructions, timing and key-return process
- Inspection requirements and responsibility for damage or final charges
- Final invoice review and reconciliation
- Deposit reconciliation, refund timing and follow-up contact
- Owner of unresolved service or billing issues after departure

Open questions and next steps: _____

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08 Clarify roles and responsibilities

Identify who coordinates each activity and who approves decisions. For specialist areas, record the stakeholder the housing team should coordinate with.

Activity	Responsible contact or team	Approver if needed
Final housing requirements		
Property selection and housing approval		
Employee communication		
Financial approval and billing		
Exceptions and additional charges		
Immigration coordination where relevant		
Tax or payroll coordination where relevant		
Arrival readiness and access		
In-stay changes		
Service escalation		
Reporting		
Departure and financial closeout		
Assignment review		

Next actions

Review open questions from this planner. Prioritize anything that could affect property selection, booking, arrival or total cost.

Question or action	Owner	Target date	Status

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A final thought.

A better housing experience starts with a better plan.

The strongest housing programs clarify goals, costs, responsibilities and the experience they're designed to deliver—and make it easy to adapt as needs change.

Clarifying the details early helps teams evaluate options, manage tradeoffs and support employees. Revisit this planner as needed.

Ready to strengthen your housing program?

Planning an international assignment? Connect with National's global housing team to discuss your requirements and explore flexible housing options.

Related resources:
Corporate Housing Planning Toolkit
Corporate Housing Buyer's Guide



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Contact Us

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