

After organizing thousands of international moves for our customers, we put together the following checklist. Just follow our schedule to position yourself for a simple, seamless, and successful international move.

8 weeks out

1. If you're moving as a part of an employer sponsored relocation, verify what expenses and responsibilities will be theirs and which will be yours. Clarify whether your employer will pay the expenses directly or whether you'll pay for them and get reimbursed.
2. Because some moving expenses may be tax deductible, contact your tax department or accountant to find out which ones qualify. Make sure you save any paperwork to document these expenses.
3. Begin to inventory and evaluate your possessions. What will you take with you and what will you leave behind? What can be sold or donated to a charitable organization? What haven't you used within the last year? Moving offers a great opportunity to downsize.
4. Gather quotes from three, independent moving companies so you have a good lay of the land for what your move will cost.

Personal Records Checklist

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Medical | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Legal |
| <input type="checkbox"/> School | <input type="checkbox"/> Tax/Accounting |
| <input type="checkbox"/> Birth | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Baptism | <input type="checkbox"/> Visas |
| <input type="checkbox"/> Marriage | <input type="checkbox"/> Driving License |
| <input type="checkbox"/> Bank | <input type="checkbox"/> Work Permits |

5-6 weeks out

1. Make sure passports are valid and have at least 12 months remaining before they expire.
2. Check whether you'll need permits in destination country (residency, work, vehicles, firearms, etc)
3. Verify whether additional vaccines may be required for your destination.
4. Gather personal records - Make photocopies of everything and keep this set somewhere safe.
5. Cancel subscriptions - clubs, magazines, journals.
6. Notify your children's schools.
7. If you purchase anything new for the move, make sure to obtain and keep copies of receipts and invoices for customs import formalities.
8. Clear out areas of your house you don't use very often, such as your loft, attic, garage, and shed.
9. Start to get to know your new home. Do online research, subscribe to the local paper, and join any related online communities to familiarize yourself with the community, news and activities in your new home.
10. Make a final decision on your moving company and book your move.
11. If you anticipate needing to store some of your household goods, make the necessary arrangements. (We can help!)

3-4 weeks out

1. Discuss your insurance needs with your moving company and complete your insurance valuation form.
2. Complete change of address form at the post office. Also advise all the other organizations who may need to forward correspondence.
3. Schedule final account readings for gas, water, electricity, telephone, and cable TV. Remember to keep phone and utilities connected at your current home until Moving Day is done.
4. Conclude any outstanding credit agreements.
5. Cancel all rental agreements and make arrangements for deposits to be returned.
6. Start to use up the items in your pantry, refrigerator, and freezer.
7. Confirm your travel documents and tickets are correct.
8. Arrange any special transportation needed for your pets and plants.
9. Arrange to close accounts at your local bank and open accounts in your new location.

Change of Address Checklist

- Post office
- Financial institutions
- Doctor
- Dentist
- Insurance companies
 - home
 - health
 - vehicle
 - life
 - other _____
- Tax office
- Credit card companies
- Motor vehicle office
- Electoral office/voter registration
- Schools
- Department of Social Security
- Lawyer
- Accountant
- Utility companies

For tips and links to change your address, visit [usa.gov/moving](https://www.usa.gov/moving)

1-2 weeks out

1. If you're moving out of or into a building with elevators, contact the building management to schedule use of the elevators.
2. Re-confirm date with your moving company.
3. Clean any garden tools, bicycles, outdoor equipment, etc.
4. Arrange care for children and pets on Moving Day.
5. Empty lockers at school and work.
6. Drain fuel from power equipment (lawn mowers, for example).
7. Give away any plants you won't be moving, as well as any perishable food.
8. Take pets to the vet for their final exam before moving - make sure to get a copy of your pet's records while you're there!

Week of move

1. Separate all personal items that will travel with you (keys, documents, passports, tickets, certificates, currency, clothing, etc.)
2. Pack personal items that you'll need immediately at your new home. Have this loaded last or carry it with you.
3. Identify items you'll send by air freight as opposed to those going via ocean.
4. Disconnect, clean and dry electrical appliances that are being shipped - including your fridge and freezer.
5. Disconnect lights for shipment and secure wiring.
6. Arrange with neighbors to leave enough room for the moving truck.
7. The day before Moving Day, call your moving company to confirm arrival time.

Moving day

1. Drop off your children and pets to keep your house clear for your movers.
2. Remain on hand, in case the moving team has questions.
3. Check all rooms, cupboards and walls to before your movers make sure nothing is accidentally left behind.
4. Take note of all final utility meter readings, including gas, electric, and water.
5. Remember to review, sign and get a copy of the packing inventory.
6. Relax and let your moving crew do all the hard work!

Notes:
