

# Moving Checklist

## Two – Three Months Before the Move

- Establish a timeline for the move.
- Decide what to do with your current home: rent it, sell it or terminate your lease.
- Consider storing some of your belongings rather than shipping everything to your host country.
- Choose a moving company and set a date for the movers to pack and load.
- Obtain your Order for Service, extended protection and import and export documents from UniGroup Relocation.
- Apply for visas and working permits.
- Arrange for pre-assignment services such as home finding, school search and orientation tours.
- Obtain copies of passports, driver licenses, birth certificates and school records.
- Apply for special permits required to export/import goods (firearms, alcohol, etc.).
- Check the quarantine laws when transporting pets to your host country.
- Apply for CITES export permits from your origin country if you plan to export items from an endangered species (ivory, bones, animal skins, etc.).

## One Month Before the Move

- Stop or transfer all subscriptions.
- Check whether or not appliances will work in the new country.
- Have all necessary mechanical equipment serviced.
- Arrange to see your doctor and dentist.
- Get supplies and generic names of all necessary medications.
- Order extra contact lenses or glasses.
- Research whether your current bank has an overseas branch.
- Sell or give away things you don't need or can't take with you.

## Three Weeks Before the Move

- Buy products that will not be available in your new country.
- Start sorting your belongings according to what will come with you and what will be left behind.
- Begin packing if you are doing any of the packing yourself. (Be sure to leave the boxes open.)
- List all belongings to be moved, indicating a value for each on the inventory form.
- Notify the post office, contacts and creditors of your change of address.

### **Two Weeks Before the Move**

- Transfer bank accounts.
- Take pets to vet for immunizations and travel documents.
- Take care of any bills and investments.
- Arrange for any insurance requirements.

### **One Week Before the Move**

- Finish packing.
- Arrange for deliveries to be stopped.
- Arrange for someone to look after children and pets while the movers are packing and loading.
- Confirm you have received all required permits for exporting and importing goods.

### **Two Days Before the Move**

- Buy travelers checks or get cash in the foreign currency for your first week in the new location.
- Pick up dry cleaning.
- Return library books.

### **One Day Before the Move**

- Clean and dry all electrical appliances to avoid mildew.

### **Items to Take with You**

- |  |  |
|--|--|
| <input type="checkbox"/> Passports                           | <input type="checkbox"/> Medical and dental records  |
| <input type="checkbox"/> Travel documents                    | <input type="checkbox"/> Medication  |
| <input type="checkbox"/> Birth certificates                  | <input type="checkbox"/> Insurance cards   |
| <input type="checkbox"/> Marriage certificate                | <input type="checkbox"/> School records  |
| <input type="checkbox"/> Divorce papers                      | <input type="checkbox"/> Legal documents such as a will, power of attorney, bank statements and income tax records |
| <input type="checkbox"/> Child custody papers                | <input type="checkbox"/> Electric adapters   |
| <input type="checkbox"/> Adoption papers                     | <input type="checkbox"/> Special infant needs such as baby food, diapers or formula                                |
| <input type="checkbox"/> Driver licenses                     |  |
| <input type="checkbox"/> Record of vehicle "No-Claims Bonus" |  |