

International Relocation Check List

List for preparing a successful international move

Our experience with organizing thousands of international moves has enabled us to prepare the following checklist, which will in turn make your move a seamless and successful one.

8 weeks before

1. If you're moving as a result of an employer paid company relocation, verify what expenses and responsibilities are theirs and which are yours.
2. Some moving expenses may be tax deductible, contact your tax department or your accountant to find out.
3. Begin to inventory and evaluate your possessions. What can be sold or donated to a charitable organization? What haven't you used within the last year?

5 - 6 weeks before

1. Make sure your passports are valid and have at least 12 months remaining before they expire.
2. Check whether any permits are required, e.g. for residency, work, vehicles or firearms.
3. Are you moving to a country where vaccinations are required?
4. Collate all your personal documents, e.g. birth and marriage certificates, medical and school records and keep photocopies somewhere safe.
5. Advise your lawyer, bank, doctor, dentist, insurance company, building society and Department of Social Security.
6. Cancel subscriptions to clubs, magazines and journals.
7. Notify schools.
8. Obtain invoices for new purchases (for customs import formalities).
9. Clear out your loft, attic, garage and shed.
10. Contact the Chamber of Commerce, tourism bureaus or go online and subscribe to the local paper in your new community to familiarize yourself with your new location, local government, community and social news and activities.
11. If some of your goods are to be stored, make the necessary arrangements now – we can help.
12. Contact schools, doctors, dentists, lawyers and accountants and obtain copies of your personal records. Ask for referrals where possible.

3 - 4 weeks before

1. Discuss your insurance needs with your Mabey's Moving & Storage move consultant and complete your insurance valuation form.
2. Complete a change of address form at the post office.
3. Schedule final account readings for gas, water, electricity, telephone and cable TV (but remember to keep phone and utilities connected at your current home on moving day).
4. Conclude any outstanding credit agreements.
5. Cancel all rental agreements.
6. Run down stocks of food and drink.
7. Confirm your travel documents and tickets are correct.
8. Arrange special transportation for your pets and plants.
9. Arrange to close accounts at your local bank and open accounts in your new location.

1 - 2 weeks before

1. If you're moving out of or into a building with lifts, contact the building management to schedule use of the lifts.
2. Confirm your moving date with your Mabey's Moving & Storage move consultant.
3. Clean any garden tools, bicycles, outdoor equipment etc.
4. Arrange care for children and pets on moving day.
5. Close accounts with any regular deliveries such as your newsagent and milkman.
6. Empty lockers at school and work.
7. Drain fuel from power equipment (motor mowers etc).
8. Give away plants and perishable food.
9. Take pets to the vet for any necessary immunizations.
10. Get copies of pets' veterinary records.

1 - 7 days before

1. Separate all personal items which are to travel with you, e.g. keys, documents, passports, tickets, certificates, currency, clothing, etc.
2. Disconnect, clean and dry any electrical appliances that you wish to ship.
3. Disconnect lights for shipment and secure wiring.
4. Dismantle furniture items.
5. Arrange with neighbors to leave sufficient parking space for the removal vehicle.
6. Identify those items for airfreight as opposed to those being shipped.

2 - 3 days before

1. Defrost your fridge and freezer and secure the doors.
2. Pack a box of personal items that will be needed immediately at your new home. Have this box loaded last or carry it with you.
3. Contact your Mabey's Moving & Storage move consultant to confirm the arrival time of the moving van, as well as to notify of any last minute details.

Moving day

1. On moving day, relax and let Mabey's do the work!
2. Remain on hand in case the packers have any questions.
3. Check all rooms, cupboards and walls to make sure nothing is left behind.
4. Record all utility meter readings (gas, electric, water).
5. Remember to review, sign and get a copy of the packing inventory.

A checklist of personal records

1. Medical
2. Dental
3. School
4. Birth
5. Baptism
6. Marriage
7. Bank
8. Insurance
9. Passport
10. Visas
11. Driving license
12. Work

A checklist to notify your change of address

1. Post office
2. Financial institutions
3. Tax office
4. Insurance companies (home, health, vehicle, life)
5. Credit card companies
6. Motor vehicle office
7. Electoral office/voter registration office
8. Schools
9. Social security