









### UPON ARRIVAL AT NEW LOCATION

### NOTES

- Confirm with Relocation Coordinator or your Destination Agent that you are in the country.
- Obtain the necessary customs forms to be completed from your Destination Agent.
- Supply Relocation Coordinator/Destination Agent with customs forms, destination, address, and contact numbers (if you have not already done so).
- Arrange with neighbors and/or building superintendent to leave sufficient parking for the moving van or container.
- Obtain necessary licenses (driver, pet, etc.).
- Register automobile if necessary.
- Schedule all home improvements to be completed prior to move-in day.
- Prepare a floor plan for furniture layout. The crew chief will need a copy of this at delivery.
- Arrange care for children and pets on moving day(s).

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### MOVE-IN DAY

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- Arrive before the movers. There may be waiting charges if you are late.
- Check the condition of each carton and household item.
- Accompany the crew chief on a walk through of your home to go over your furniture plan and where boxes should go.
- Arrange care for children and pets on moving day(s).

Always make sure you stay in touch with your Relocation Coordinator and keep copies of all important documents with you at all times.

**Welcome to your new home!**