

■ ■ INTERNATIONAL & DOMESTIC MOVERS

Moving You Anywhere. Resources

Everywhere.

OVERSEAS MOVING PLANNER

MOVE COORDINATO	R:
PHONE:	
EMAIL:	
MY NEW ADDRESS:	
I LEAVE:	
I ARRIVE:	

5-6 WEEKS PRIOR TO MOVING OUT		NOTES
	Advise landlord of move.	
\bigcirc	Confirm passports and visas are valid.	
\bigcirc	Check permit and vaccination requirements.	
\bigcirc	Confirm travel documents and tickets.	
0	Gather family's personal documents (birth and marriage certificates, financial, legal, school, insurance, medical and dental records). You should hand-carry these documents.	
0	Cancel local credit card accounts, rental or lease agreements, club and magazines subscriptions.	
\bigcirc	Notify schools.	
\bigcirc	Obtain letters of reference to establish credit for you or for any family member who might be seeking employment in your new city.	
\bigcirc	Clean out the garage, attic, and shed.	
0	Start working on a detailed high-value inventory of all of the items in your home.	
0	Obtain invoices for new purchases (customs formalities).	
\bigcirc	Measure oversized furniture to ensure it fits in your new residence (some homes abroad have smaller rooms with narrow access).	
	Schedule all home improvements to be completed prior to move-out day.	

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2-4 WEEKS PRIOR TO MOVING OUT



2-4 WEEKS PRIOR TO MOVING OUT	NOTES
Prepare your high-value inventory.	
Mail change-of-address cards to relatives, friends, associations, publications, government agencies, insurance companies, etc.	
Arrange to have mail forwarded.	
Donate, sell, or dispose of any items you do not want to ship.	
Ask for final bills for gas, oil, water, electricity, telephone.	
Reserve elevator for moving day(s) (if applicable).	
Pick up any dry cleaning or items sent for repair.	
Reserve hotel room(s) for moving day(s) if necessary.	
Contact utility companies abroad to verify start dates in your new home.	
Arrange with neighbors and/or building superintendent to leave sufficient parking for the moving van or container.	
NOTES	1 WEEK PRIOR TO MOVING OUT
	Complete your high-value inventory.
	Separate and label all personal items which are to travel with you, including passports, tickets, keys, documents, medicines, valuables, jewelry, clothing, money, etc.
	Clean and drain the fuel and oil from lawnmowers and other power equipment. Clean gardening tools, bikes, etc.
	Arrange care for children/pets on moving day(s).
	Supply your Relocation Coordinator with completed valued inventory, customs forms, travel schedule, destination address and contact numbers.
	Confirm parking arrangements with neighbors and/or building superintendent.



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NOTES	2 DAYS PRIOR TO MOVING-OUT
	Take pictures of items that will be disassembled.
	Disassemble wall-mounted bookcases and shelving, swing sets, and other items.
	Empty and defrost refrigerator and freezer (if it is to be shipped or stored).
	Dispose of plants and perishable food.
	Categorize household goods and personal effects (air, sea, storage, temporary residence).
	Take down any items that are permanently affixed to a wall or a ceiling if you wish to have the items included in your shipment.
	Clean barbecue grills.
	Empty lawn mowers and all other gasoline engines of fuel.
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UPON ARRIVAL AT NEW LOCATION		NOTES
$\overline{}$	Confirm with Relocation Coordinator or your	
	Destination Agent that you are in the country.	
\bigcirc	Obtain the necessary customs forms to be completed from your Destination Agent.	
\bigcirc	Supply Relocation Coordinator/Destination Agent with customs forms, destination, address, and contact numbers (if you have not already done so).	
0	Arrange with neighbors and/or building superintendent to leave sufficient parking for the moving van or container.	
\bigcirc	Obtain necessary licenses (driver, pet, etc.).	
\bigcirc	Register automobile if necessary.	
\bigcirc	Schedule all home improvements to be completed prior to move-in day.	
\bigcirc	Prepare a floor plan for furniture layout. The crew chief will need a copy of this at delivery.	
\bigcirc	Arrange care for children and pets on moving	
	day(s).	
	NOTES	MOVE-IN DAY
		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!