



## 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.

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## NOTES

## 1 WEEK PRIOR TO MOVING OUT

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- 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.

NOTES

2 DAYS PRIOR TO MOVING-OUT

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- 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.

MOVING-OUT DAY(S)

NOTES

- Arrange to be at home when the movers arrive and throughout the move-out process.
- During inclement weather and especially during the winter months, please make sure all walkways and driveways are clear of snow, ice, tree limbs, debris, and any other obstructions.
- Empty and clean all trash cans.
- Accompany the crew chief on a walk-through of your home indicating the goods to be moved.
- Confirm packing lists are correct (air, surface and storage).
- Before the crew leaves, make a final walk-through of your home to be sure nothing has been overlooked (attic, basement, closets, etc.).
- Keep a copy of the signed inventory and all shipping documents close at hand.

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## 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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## NOTES

## 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!