

CHECKLIST FOR OVERSEAS-MOVES

The key to a good international move is *planning*.

Bearing in mind that it can take weeks to ship your goods to another part of the world, there is simply no room for last minute rushes. If you aren't ready, no 40,000 tonne steamship or jumbo jet is going to wait for your household effects!

In essence, your entire move has three key operations:

- **Preparation:** This means deciding what to take, what to dispose of and sorting out the paperwork. One thing you can be certain of – it will take longer than you think! You will have to organise insurance, an inventory and make plans for cars, pets and any new goods you are taking.
- **The journey:** You need to work out how much of your shipment is to go by sea or air. You may save hotel bills by sending some of your belongings in advance by air. Also think about how quickly you need your belongings once you are at destination - you can discuss all this with the moving company during the survey meeting.
- **Arrival:** You must allow for Customs clearance, delivery of your belongings, more paperwork and unpacking. You must also be available – don't even think about being on holiday when your shipment arrives!

To help you through the period of preparation please find here a checklist with all important steps to be done before you move to your new home.

12 weeks before you move, have you

- Chosen your mover and signed the acceptance note?
- Sorted through basement, loft and garage?
- Resolved what to do with prohibited items?
- Made proper provision for pets?
- Decided whether or not you are taking your car?

10 weeks before your move, have you

- Disposed of the things you don't want to take?

8 weeks before you move, have you ...

- Started to prepare your mailing list of people who need your change of address?
- Notified banks, savings accounts, credit card companies, magazine subscriptions, hire purchase and rental companies?
- Started to round up passports, birth/marriage certificates and other family documentation?
- Applied for any necessary visas?
- Checked that electrical goods will work in your new home?

6 weeks before you move, have you ...

- Separated favourite toys?
- Made sure your pet's vaccinations are up to date?
- Arranged for mail to be forwarded?
- Decided whether or not to buy any new household goods - check tax refunds.

4 weeks before you move, have you ...

- Decided which clothes travel with you?
- Started to dismantle climbing frames/garden furniture?
- Agreed an insurance value and terms with your mover?
- Made arrangements of connection of services at your new home?
- Tidied up by:
 - Returning library books
 - Cancelled milk, newspapers, subscriptions.
 - Found new homes for your plants.

7 days before your move, have you ...

- Defrosted the refrigerator/freezer
- Planned simple meals for moving day to avoid using appliances.
- Separated luggage items you need for personal travel.
- Separated items which will be send by air freight .
- Cleaned garden tools, bicycles and any other gardening equipment.
- Emptied the tanks of powered tools such as mowers.
- Checked you have enough medication for at least two weeks, and ensure you have copies of any necessary prescriptions for use at destination.
- Collected travellers cheques or local currency.
- Arranged for someone to look after the children on moving day.

Moving day.

- Relax