ALLIANCE MOVERS

# International Moving Checklist

This comprehensive Moving Checklist was designed to help you stay on track and prepare you for the move. We have compiled this checklist to help ensure that nothing is overlooked in your relocation and moving process. Get ready for your big move with a checklist that takes you through the entire relocation process.

## 2 to 3 Months Before Your Move

- ☐ Decide what to do with your current housing: rent out, sell, or terminate lease.
- ☐ Look into storage costs for storing personal possessions in your home country rather than shipping them to the new destination.
- ☐ Choose the moving company and set a date for the movers to pack your belongings.
- ☐ Obtain information and documentation from your Movers Representative for the paperwork needed to complete prior to packing, including the Order For Service form, Extended Protection coverage and documents related to export and import customs clearance, and shipment of your personal possessions.
- ☐ Set up a moving file or notebook to keep all of your moving-related information/documents in one place.
- ☐ Obtain original copies of important documents, i.e., passports, driving license(s), birth certificate(s), wedding certificate(s), school reports(s), work references and medical reports.
- ☐ Apply for visa(s) and working permits(s), if applicable.
- ☐ Gather information on the new location or your new country of residences.
- ☐ Arrange temporary accommodation for the period prior to the move (when having your house packed up) and in the new destination prior to the arrival of your belongings.
- ☐ Give notice to your child's school and request school reports.
- ☐ Investigate schooling in the new residences.
- ☐ Investigate work opportunities for partner and/or children in the new destination.
- ☐ If possible, arrange to visit the destination prior to moving in order to find housing and schooling.
- ☐ Check whether private medical insurance will be required in your new residences.

## 1 Month Before Your Move

- ☐ File a change of address request with your local Post Office.
- ☐ Notify creditors, magazine subscriptions, and club memberships of your new address.
- ☐ Stop/transfer subscriptions.
- ☐ Cancel insurance policies, and check if you can any money back for the period after the cancellation.
- ☐ Check that your appliances will work in the new destination. The voltage in the UK is 220/40 watts and 50Hz, unlike some countries (e.g., the U.S.) which is 110 watts and 60 Hz. It is quite costly to convert or buy transformers for the bigger appliances so it would be better to buy new or secondhand locally. Televisions and video recorders also operate on different frequencies and systems. They can be converted locally but it may cost costly. The standard plug in the U.K. is a three-pin model. However, converters for European and U.S. models are widely available.
- ☐ Arrange to see your doctor and dentist. Obtain original copies of any medical reports and supplies of medication (find out the generic name in case you need to purchase medication in the new destination.)
- ☐ Order contact lenses, or spare glasses….Make a list of things to take, to leave behind and to buy.
- ☐ Find out whether your current bank has an overseas branch and if it can handle your future needs.
- ☐ If transferring to a new location, but working for the same employer, consider if your salary needs to be paid into your existing account or into your new overseas account.
- ☐ Sell things that you don't need or can't take with you. Take out advertisements for things to sell, have a garage sale, and donate things to charity.

## 3 Weeks Before Your Move

- ☐ Start segregating goods to take and leave behind
- ☐ Send out notifications of new address.
- ☐ Enjoy your time and friends before you leave. Make sure you get their e-mail addresses to stay in contact.
- ☐ Draw up an inventory list of each belonging, including important details like date purchased and estimated value.

## 2 Weeks Before Your Move

- ☐ Finalize which items you will be packing yourself.
- ☐ Create a handy list of take a convenient phone book with you, filled with important names, address, and contact numbers.
- ☐ Arrange for transfer of bank accounts.
- ☐ Obtain travel documents.
- ☐ Put in vacation time at your job for the days surrounding your move and schedule a babysitter on move day if needed so you can concentrate your efforts on the move.
- ☐ Take care of any bills and investments.
- ☐ Arrange for any insurance requirements.
- ☐ Notify your movers if there are any changes in what you are moving or any other needs related to your move.

## 1 Week Before Your Move

- ☐ Confirm all paperwork your movers and double check that the proper insurance is in place to cover your valuables.
- ☐ Arrange for deliveries to be stopped.
- ☐ Return any library books and collect and items out for repair or cleaning.
- ☐ Gather valuable paperwork, jewelry, and small family heirlooms. Keep these special items separate from your moving boxes and make a plan for transporting them by hand.
- ☐ Clean and clear your home, including closets, basements, and attics.
- ☐ Tape and seal all non-toxic, non-flammable fluids in plastic zip lock bags.
- ☐ Tie up loose ends. Confirm that you have changed addresses, have all the proper documents in place, make your final packing decisions and ready to make your move.

## 2 Days Before Your Move

- ☐ Review your moving plans with your move representative and check with them to be sure you haven't forgotten anything. Reconfirm the moving-day arrival time as well as cell phone numbers and last-minute details. Email or call with questions.
- ☐ More packing and cleaning, leaving any cartons you pack open for inspection. Buy any last-minute products to take with you.
- ☐ Buy travelers checks or obtain cash needed for trip and your first week in your new location (credit cards can be used to get cash in your new country, but you will pay a commission.)
- ☐ Back up all computers and have a plan in place for checking email and paying bills online while your computer is in transit.
- ☐ Dispose of flammables & drain fuel from lawn mower and other machinery.
- ☐ Change or cancel regular home services such as newspaper delivery, clean-up and etc to your new address.
- ☐ Use up or give away any unwanted contents from your freezer and defrost.
- ☐ Clean your stove, empty, defrost & clean your refrigerator/freezer at least 24 hours before moving to let them air out.
- ☐ Deal with anything that needs to be picked up or taken back.
- ☐ Fill any prescriptions you will need during the move and prepare a last minute survival kit.

## Moving Day

- ☐ Be on hand when the movers arrive.
- ☐ Place all suitcases and essential items you need in one specified place so they are not loaded in the moving truck.
- ☐ Turn off the gas at the meter, the electricity at the switchboard and water at the tap.
- ☐ Do a final walk through with the moving crew to make sure everything is loaded, ensure nothing is overlooked or unnecessarily left behind before the moving crew leaves.
- ☐ If you are using professional movers, confirm payment method. Some moving companies prefer to be paid in cash on the day of the move, while other companies accept checks and credit cards.
- ☐ Double-check with movers if the new address or the destination of the shipment, phone numbers, and other pertinent details are correct.
- ☐ Turn off all switches, close up all windows, and lock all doors.

## IMPORTANT DOCUMENTS TO TAKE WITH YOU:

- ☐ Passports
- ☐ Travel Documents
- ☐ Birth Certificate
- ☐ Marriage Certificate
- ☐ Divorce Papers
- ☐ Child Custody Papers
- ☐ Adoption Papers
- ☐ Driving License(s)
- ☐ Medical and rental records, medication and insurance (If applicable)
- ☐ School/University Papers
- ☐ Any insurance policies and legal documents (Will Power of Attorney, Bank Statements, Income Tax Records, etc.)

**Alliance Movers - Experts in International Move, we specialize in moving families/individual abroad and have a wealth of experience to provide you with a comprehensive, efficient & high quality moving service. With our global relocation network in 800 locations in more than 140 countries across 6 continents, let our experienced staff facilitate a successful relocation for you! Please feel free to contact us at (+65) 6257 1143 or email us at enquiry@alliancemovers.com.sg**