

CHECK LIST INTERNATIONAL REMOVAL

FOR AN EFFECTIVE AND A CAREFREE MOVE

4 Weeks prior to Move

- Choose your removal company and fix clearly services included into the removal contract you need to sign.
- Fix and confirm the packing and the loading dates
- Cancel your residence contract into the contractual delay. Otherwise, the tenant has to supply to the landlord the name and address with a tenant ready to resume his apartment.
- Fix the date of the inventory of fixtures of release,
- Do you need inoculations, vaccines for entry to the new country?
- Make sure all your passports are valid, and if you need them, your visas are in order.
- If you are taking plants with you, check the health regulations.
- If you are taking your car with you, check if you need an international driving license.
- If you are taking your pets with you, find out about quarantine regulations.
(Get copies of veterinary records from your vet). During the packing at your residence, have you intend to place your pets at friends to avoid that they are too much disrupted, perturbed by comings and goings and the ambient turnover.
- If you need to rent a car the last days before your departure or on time of arrival at destination, do not delay, according to the type of vehicle, the period and the country, the possibilities can turn out very limited.
- Plan as soon as possible the reservation of hotels at first and on arrival if needed
- Do not forget to advise your family and your close relations of your move
- Inform your employer of the date of the move. All the employees have the right for a legal vacation of one day.
- Send out change of address cards as soon as you can, and let the post office know the new forwarding address.
- Informez votre avocat ou notaire et prenez des copies de vos testaments et dossiers médicaux.
- Inform your bank manager of your plans so that the accounts can be transferred smoothly
- Insurance company to be informed (Life-sickness-Accident- Household-Automobile, Insurance). Make sure that you have valid insurance to cover all eventualities - car, personal, and medical, your insurances are they always of current events? Take advantage of this move to revise them.
- Inform your children's kindergarten and schools in good time.
- Inform the caretakers of the dates of the move
- Inform local administration services, local police and the « service des Habitants »
- Inform the military authorities and the disaster & emergency services
- Inform your doctor and collect copies of wills, medical documentation, e.g. X-rays and dental records. Arrange prescription of any drugs, inoculations.
- Club memberships for yourself or your kids to be cancelled
- Cancel all your subscriptions for magazines, papers ...etc.
- Arrange with handyman for disconnection of heavy units, e.g. stove and washing machine, with preparation for transport

- Plan the cleaning of your former residence, possibly with a cleaning agency!
- Did you think of the works at your expense for the restoration of your former residence?

3 Weeks before Your International Move

- Think of your writing paper, plugs, business cards ... make them modify
- Take advantage of the move to give your carpets to clean, your furniture to be renewed, and your curtains to be retouched, and make them be engaged directly at your new address.
- Arrange for electricity and gas meters to be read and supplies cut off or transferred on the day you move

2 Weeks before Your International Move

- Collect together all relevant documents, such as work permits, tax records and credit references
- Make sure you have copies of school reports and certificates for the new schools.
- Sort out and dispose of belongings you no longer need. Did you envisage a solution of furniture storage?
- Make sure you have returned rented items, such as televisions and videos etc.
- Prepare garden tools for packing. Motor mowers must be drained of oil and fuel.
- Drain hosepipes and roll them carefully.
- Non-toxic cleaning fluids can be sealed in plastic bags.
- Dispose of oil, paint, aerosol cans and other flammable and toxic chemicals carefully (None of these types of product can be transported).
- Plan connections and adapters of sockets or water inlets at the departure residence when you will deprive your devices and at destination according to the local rules.
- Begin to put aside the useful objects (lamps, bulbs, tools, business equipment, toiletries, medicines...etc)
- If you pack yourself boxes, mark them according to the room where they have to go and their contents.
- Mark all items that do not belong to the move

One Week before Your international Move

- Assess keys of your former residence according to the inventory of fixtures of entrance.
- Draw a plan of the new accommodation and number room to facilitate the inventory of your effects and the implementation at destination.
- Deregister your automobile and put down the plates.
- Have you picked up all your clothing from the cleaners et couturier
- Whom have you forgotten to inform of your move?
- Reserve a parking area in front of your residence for the removal van if not arranged by the moving company.

3 Days prior to Your international Move

- Empty your mailbox and remove your name.
- Arrange to one side personal items, suitcases and cartons you wish to pack and transport yourself, marked them clearly if necessary.
- Make copies of all your PC's files and keep them with you.
- Cancel telephone, blue win connexion and arrange a final account
- Empty and clean out the refrigerator and deep freeze
- Identify valuable items, e.g. jewelry, personal things, medicines, toilet articles you want to carry with you and pack them carefully.
- Make sure you have your tickets, hotel reservations, passports and other documents safely in one place.
- What will you do with your plants ? If you cannot transport them, did you think of a solution?
- Organize with the neighbors to leave sufficient parking space for the removal vehicles

On The D-Day of Your International Move

- Make the tour of the residence with the team leader to discuss the implementation of the team, peculiarities of your move (packaging, dismantling, schedules, access etc.) and identify special items asking a particular care.
- Pack a 'survival kit' with all the small items you may need when you arrive.
- At the end of loading, make again a tour of all the rooms with the team leader, open all the cupboards and the cupboards to verify that nothing was forgotten. Verify with him that all the keys, screw were identified and tidied up in the same place.
- You will be asked to sign the inventory, keep your copies safe so when you move in you will be able to make sure that everything is correct.
- A tip for the packers is, as in many countries, most gratefully received
- Check the number of units on the heating system, water and electricity meters.
- Are all windows and doors closed and locked
- Give all keys to the owner or person renting your residence

At Destination, The First Steps

- Put boxes in the center of the room, to leave the place towards walls to place furniture.
- Raise meters of electricity and gas from the entrance into the new residence.
- Register his name on the door and the mailbox.
- Place pets at friends to avoid that they are too much disrupted, perturbed by comings and goings and the ambient turnover.

WELCOME HOME !