

Moving Check List

2-3 Months Before your Move

- Establish a timeline for your move.
- Decide what to do with your current home: rent it, sell it or terminate your lease.
- Consider storing some of your belongings rather than shipping everything to your host country.
- Choose a moving company with the right credentials.
- Arrange for pre-assignment services such as home finding, school search and orientation tours.
- Tell your children's school about your move and arrange all information to be forwarded to their new school.
- Select the right company well in advance to help with moving your pet(s).
- Check all documents are in order: passports, drivers' licences, birth certificates, school records. Make sure they are all valid for travelling, take photocopies or scans and store them somewhere safe.
- Apply for visas and working permits for overseas. If any, obtain the correct export documentation from Sterling.
- Apply for any special permits required to export/import goods (firearms, alcohol, etc.). If in doubt talk with your Sterling consultant.
- Make arrangements to open bank and credit card accounts at your destination country.
- Look into your pension and social security arrangements.
- Advise any life insurance companies that you are moving and make arrangements.
- Check if you and your family need any vaccinations for your destination country.

1 Month Before your Move

- Cancel or transfer all subscriptions and ask for final bills.
- Check whether or not appliances will work in your new destination.
- Have all necessary mechanical equipment serviced.
- Arrange to see your doctor and dentist to get any relevant paperwork.
- Get supplies and generic names of all necessary medications. (Please check you can bring the quantity and medication to your destination country).
- Order extra contact lenses or glasses.
- Research whether your current bank has an overseas branch.
- Obtain the right transit cover and extension covers suited for your move.
- Sell or give away things you don't need or can't take with you.
- Book your flights and any hotel accommodation you may need.

3 Weeks Before your Move

- Start sorting your belongings according to what will travel via sea, air, move into storage, come with you and what will be left behind.
- Begin reducing items like kitchen cupboard contents, alcohol, and frozen food. Some of these items can cause issues at customs, especially alcohol.
- Arrange parking with neighbours for the day of removal, the removal company are unable to do this on your behalf. If there are restrictions, make sure your removers are aware so they can make arrangements.
- Complete the booking and confirmation form to give Sterling all your details for your destination country so they can keep in touch.
- Notify the post office contacts and creditors of your change of address.
- Complete any transit cover forms, the itemised transit cover can take longer as you need to indicate a value for each item covered.
- Take down items that are permanently fixed to the walls or ceilings (light fittings, for example). However, you may have discussed at your pre-move survey for Sterling to do this for you.

2 Weeks Before your Move

- Transfer bank accounts.
- Take pets to vet for immunisations and travel documents.
- Take care of any bills and investments.
- Ask for final electricity, gas, water and telephone bills and arrange disconnection for the day after your move.
- Back up any information stored on your computer(s).
- Complete all customs documentation and send to your Moving Consultant to check.
- Clean all garden equipment like lawn mowers and empty oil and petrol. Items such as bikes/ golf clubs should also be free of mud.
- Inform all parties of your new address.
- Have ready all the operator manuals for any electrical items that need to be packed. You may need to list the make, model and serial number of these for customs. Check with your Sterling Consultant.

1 Week Before your Move

- Arrange for deliveries to be stopped.
- Arrange for someone to look after children and pets while the movers are packing and loading.
- Confirm you have received all required permits for exporting and importing goods.
- Put aside personal items that you will be carrying with you i.e. passport, jewellery, work permits, receipts for valuable items, tickets, money.
- If you are moving abroad make sure you have packed essential items to tide you and your family over until your shipment arrives. An airfreight often takes up to 10 to 14 days to arrive.

2 Days Before your Move

- Buy foreign currency for your first week in your new location.
- Pick up any dry cleaning and prescriptions you may have pre-ordered.
- Clean and dry all electrical appliances to avoid mildew.
- Remove both dvds and cds from players.
- Back-up information stored on your computer.
- Remove batteries from equipment that is going by air.
- Remove toner cartridges from printers (leaky cartridges can seriously damage your printer).

The Day of your Move

- Once the foreman arrives draw their attention to any fragile items or anything that is of concern.
- Have a walk through with the crew foreman so they are aware of what items are going by air, sea, road, storage or not to be packed.
- Make sure luggage and important documents are kept to one side – highlight them to the foreman so they are not packed with your shipment.
- Make the crew aware of any remote items that need to stay in the house. i.e. house alarm controls and window keys.
- Give all customs and transit cover documents to the crew foreman if not already provided to your Sterling Consultant.
- At the end of the pack walk through each room with the crew foreman to check all items have been packed. Sign the packing inventory, a copy will be given to you.
- Before the crew leave make sure nothing has been forgotten, be sure to check the garden, attic, basement, patio, side alley ways.
- Give your final readings to the gas and electricity companies.
- Then relax knowing everything is taken care of!