

**House Moving Checklist**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2 Months Before the Move**  Inform the following as to the dates of your departure and the forwarding address for all outstanding bills. | | | | | | | |
|  | Banks |  | Post office | | |  | Solicitors/lawyers | |
|  | Club membership |  | Relatives and friends | | |  | Stocks and shares | |
|  | Credit and charge cards |  | Schools | | |  | Tax department | |
|  |  |  |  | | |  |  | |
| **Insurance** | | | | | | | | |
|  | Car |  | Health | | |  | Life assurance | |
|  | Home |  | Travel | | |  | Other | |
|  | | | | | | | | |
| **1 Month Before the Move** | | | | | | | | |
|  | Back-up your personal computer | | |  | Prepare insurance valuation list | | | |
|  | Arrange for a pre-move survey | | |  | Sell car and set pick-up date | | | |
|  | Decide on the items to be shipped for air and sea | | |  | Visit your dentist to obtain dental records | | | |
|  | Dispose of excess or redundant items | | |  | Visit your doctor to obtain medical records | | | |
|  | Give away/sell plants or used furniture/appliances | | |  | Other | | | |
|  | | | | | | | | |
| * Verify all documentation required for the country of destination: | | | | | | | | |
|  | Resident permits | | |  | Visa | | | |
|  | Tickets | | |  | Work Permits | | | |
| * Arrange for the following items: | | | | | | | | |
|  | International driver’s license | | |  | School records | | | |
|  | Personal accident and medical insurance | | |  | Traveler’s cheques | | | |
|  | | | | | | | | |
| **2 Weeks Before the Move** | | | | | | | | |
|  | Clean your refrigerator thoroughly with a strong detergent. This will reduce the chances of mold & mildew forming during shipping. | | | | | | | |
|  | Dry-cleaning | | |  | Electricity/gas/water | | | |
|  | Grocery | | |  | Magazine’s subscription | | | |
|  | Newspaper deliver company | | |  | Reduce/dispose of all frozen or perishable foods | | | |
|  | Telephone company and mobile phone | | |  | Other | | | |
|  | | | | | | | | |
| **1 Week Before the Move** (Confirm the following) | | | | | | | | |
|  | Bank record |  | Insurance policy | | |  | | Passport |
|  | Birth certificate |  | International driving license | | |  | | School records |
|  | Flight arrangements |  | Marriage certificate | | |  | | Tickets |
|  | Hotel arrangements |  | Medical and dental records | | |  | | Traveler’s cheques |
|  | Identity card |  | Medicine | | |  | | Valuables/jewelry |
|  | | | | | | | | |
| **During the Move** | | | | | | | | |
|  | Orientate the packers to the shipment, point out the items that are most valuable to you. | | | | | | | |
|  | Be present during packing so as to answer any questions packers may have. | | | | | | | |
|  | Let the packers do the packing. Sign & retain a copy of the inventory. | | | | | | | |
|  | Hand-carry high valued items, such as jewelry, etc. | | | | | | | |
|  | Put air tickets, passports, receipts & other important documents in a safe place to avoid these items being packed with your shipment | | | | | | | |
|  | After packing, check all rooms, closets & patio, etc. with the crew leader to make sure that all items have been packed, loaded into the container | | | | | | | |