

Relocation Checklist

Logistic items to consider

1. Short Term Accommodation
2. Air Travel
3. Land Transportation
4. Household goods
5. Furniture (Storage and purchasing)
6. Vehicle purchase
7. Departure
8. Spousal Recruitment
9. Migration & Visa Assistance
10. Cleaners
11. Financial
12. Insurance
13. Movers

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- _ Be ruthless! Go through each room and decide what to get rid of.
 - _ Start planning a yard sale or contact your local charities.
 - _ Find out whether your employer is paying for any moving expenses if any
 - _ Contact moving companies for estimates and information.
 - _ Make an inventory of everything to be moved
 - _ Open a bank account in your new location and change currency if necessary
 - _ Cancel all newspapers and services at your previous location
 - _ Contact a real estate agent in your new location so they can begin searching for your new home or rental property
 - _ Cancel or transfer mobile and telephone numbers
 - _ Make sure your passport is valid
 - _ Collect everything you have loaned out and return everything you have borrowed
 - _ Start pulling together medical and dental records
 - _ Schedule disconnection of utilities at your old home and connection at your new one
 - _ Make hotel and airline reservations if you need them
 - _ Get children's school records
 - _ Find a cleaning service that will do a final cleaning of your home

- _ Transfer or close bank accounts at previous location
- _ Remove all jewelry and other valuables to a safety deposit box or other safe place to prevent loss during the move.
- _ Check into storage options for those items you cannot move immediately and may need to store temporarily
- _ Make back-up copies of important files on your computer before packing it up
- _ Separate cartons and luggage you need for personal travel
- _ Pack a special box with essentials you'll need for the first few days (Make sure this box is marked "Do not move")
- _ If you have children or pets, arrange for someone to look after them during the move
- _ Pack cleaning materials and tools separately
- _ Arrange for you mail to be forwarded
- _ Make a final check of the entire house (basement, closets, shelves, every room)