

Moving Checklist

This checklist has been created to smooth your move. Keep in mind that in many instances your FIDI-FAIM mover will be able to be of great assistance not only when it comes to the actual moving of your belongings but also with respect to country specific information!

As soon as you can...

- Begin official procedures**- request information on how to obtain a visa, residency and work permits (keep in mind that these documents can take months in some countries; it's better get some information ahead of time)
- Start **preparing** your **family** for the move

10 Weeks to go

- Make sure your own **documents** (passport, ID, drivers license) are **in order**
- Start reading up on your destination and consider learning some basics of the local **language** (unless you already know it, of course)
- Create a brief **schedule** for **your move**, marking the milestone events (think of it as a project plan)
- Start looking for a **mover**; obtaining quotes from 3 FIDI-FAIM certified movers is the best way to go

9 Weeks to go

- If you have children- begin to look for an appropriate **school** with a international standard programme to ease any further future school transfers
- What do you want to take with you? Start to sort through your **belongings** – is there anything you want to sell/donate? Start making a list/pile

8 Weeks to go

- Start compiling a list of people who should be notified of your **change of address**
- Start putting together an **overview** of magazine subscriptions, bills, permanent order payments and so on that you have.
- Start narrowing down the proposals from **quality movers**

7 Weeks to go

- Call the mover you have chosen and arrange for a **pre-move survey**
- Start gathering your families' **medical records** and make sure that everyone has the proper vaccinations (this extends to any family pets you may be taking)

6 Weeks to go

- During the **Pre Move Survey**, after a walk through your house, your FAIM accredited mover will discuss the following with you:
 - Your **belongings** in the light of the destination laws and regulations (what stays, what goes)
 - Insurance**
 - Customs Regulations** at the destination
 - The (possible) import of your **car**
- Start notifying** the people on your list of your change of address

5 Weeks to go

- Tie up the **loose ends**- notify your gym, book club, library, etc that you will be moving and make arrangements accordingly.
- Start gathering items that you have borrowed from the library, friends, neighbours and begin **returning** them

4 Weeks to go

- Hold a garage/yard sale or **donate** items you no longer want to charity (or both).
- Check whether your **appliances** you own will be fit to use at the destination
- Start arranging for **storage** (More often than not your FAIM mover will have a storage facility)
- Have any high value items **appraised**
- Arrange your (and your pets) **transportation** to the destination
- Request **floor plans** of your residence at the destination

3 Weeks to go

- Contact the **utility companies** (electricity, gas, telephone, cable, mobile/cell phone provider...) and arrange to have services terminated one day after your move.
- Notify your **bank** about your move and arrange for your address to be changed/your account closed etc. Also make sure that all outstanding bills are paid prior to your move and any permanent orders terminated
- Contact an **expatriate organization** at your **destination**- they can be of help when it comes to settling in or finding clubs or interest groups
- If you haven't been put in contact with the **destination agent** yet, now might be a good time to ask your FIDI mover to do so.

2 Weeks to go

- Cancel** any **magazine** subscriptions you no longer want/need and make sure you give your new address to the magazines you do want to keep receiving
- Arrange for **childcare/pet sitter** for the moving day
- Start eating **perishables** and **food** that will not be moved. Throw out/give excess away
- Contact your post office about **redirecting** your **mail** to your new address

1 Week to go

- Make sure you have all passports, ID cards, birth certificates and other important **documents in one place**. Keep the spare keys to your car there as well.
- Make sure you have enough **medication** for two weeks after your move. Discuss your move with your doctor- they could give you some advice and sometimes even refer you to a new doctor at the new location
- Ask your FAIM mover for **stickers** so that you can **pre-mark** which items are to go where at the destination and to clearly mark the items designated for storage – they will be more than eager to help!
- Pack necessary items** for the travel to the destination and for the first couple days
- Get some **travellers cheques** and **local currency**- they'll come in handy when you arrive at your destination!

1 Day to go

- Defrost** your fridge/freezer
- Make sure you know where your **important documents** are and that they do not get packed
- Make sure you have some **food** and **beverages** handy for the moving day

Moving Day

- You** have to be **present**—your children and pets do not!
- Have a talk with the foreman of the crew and give him any **specific instructions** you may have for some items
- Check and sign** the inventory list
- Exchange contact information with the driver and **verify** that the **destination address** is correct
- When the **house** seems to be **empty**—**check it** again. Look inside the cupboards and other hiding places to make sure you haven't forgotten anything

Delivery Day

- Again, **you** should be **present**, but your children and pets do not need to be
- The destination agent will arrange for **customs clearance**- keep in touch to make that you are available should you be required to go to the customs personally
- If necessary - tell the moving crew to **which room** the **boxes** should go; although this should be clear from the markings
- Check off** each item off the **inventory list**
- Unpack** everything and **verify** that all items are intact
- Make note of any **claims** you need to file

...and now you should focus on settling in and enjoy this new and exciting chapter of your life!