



## **Planning for your International Move Checklist**

- Arrange a pre-move survey with Stuttford Van Lines.
- Your move consultant will advise you on: restricted or prohibited Items, storage, voltage
- Sort your belongings, discard or donate any unwanted items.
- Decide on a move date.
- Confirm the date closer to the time.
- Create a room by room floor plan for placing your furniture in your new home.
- Make any veterinary, doctor or dentist appointments
- Notify current schools & arrange transfer to new schools
- Make travel bookings.
- Finalise accommodation requirements.
- Consider your banking requirements.
- Instruct the post office to forward your mail.
- Notify utility providers, telephone, gas, electricity and water.
- Cancel subscriptions or contracts such as magazine & gym.
- Gather all important documents such as your passport, visa, work permit.
- File all your moving receipts.
- Discuss your insurance in transit needs with your Stuttford Van Lines move consultant and start completing your insurance valuation form.
- Decide on the personal items you're taking with you such as keys and clothing.
- Research your new neighbourhood.
- Advise your friends and family of your change of address



### **Leading up to your move**

- Empty, defrost and clean your fridge and freezer.
- Empty petrol from your lawnmower or any other garden appliances.
- Return any items on loan such as videos and library books.
- Drain water from garden hose.
- Collect dry cleaning.
- Discard your vacuum cleaner bag.
- Back up data on your personal computer.
- Dismantle and label your electronic equipment.
- Remove batteries from clocks, games, cameras and remote controls.
- Pack a bag with the essentials for your first evening.
- Involve your children and give them their own set of tasks such as packing a carton.
- Provide Stuttaford Van Lines with your valued inventory.

### **The day of your move**

- Make arrangements for your children and pets to be looked after on moving day.
- Accompany the supervisor while he is taking an inventory of your possessions.
- Do a final inspection of your home before the removal company leaves.
- Provide your move co-ordinator with all your contact details.



### **Day of arrival in your new country**

- Notify your local contact of your arrival.
- Complete any documents required by customs.
- Arrange a convenient time for delivery.

### **Delivery Day**

- Be available to answer any questions that the movers may have.
- Use the packing list to mark off the items and their condition.
- Record any damage to your goods on your claim form and notify your move co-ordinator.
- Allow 24 hours before plugging in your fridge or freezer

### **After your Move**

- Familiarise yourself with your new neighbourhood.
- Arrange a visit with your children to their new school to meet their teachers.
- Locate a new doctor and dentist and provide them with your family's records.
- Establish a service with new utility providers, telephone, gas, internet, electricity and water.
- Find out about refuse collection days and the recycling options available in your community
- Transfer your insurance policies to a new agent
- Set up a new banking service.