

## Relocation checklist

There are many things to consider when relocating from one country to another. This checklist highlights things to think about regarding your relocation and moving process.

### Visit the consulate of your new country of residence and enquire about:

- Availability of medicines.
- Baby foods availability.
- Contraband list.
- Customs duties.
- Educational institutions.
- Housing availability.
- Other necessary documents.
- Pet requirements.
- Publications to assist new residents.
- Registration formalities.
- Suitable clothing (respect culture).
- Taxes.
- Vaccination requirements.
- Visa requirements.

#### [Work permit requirements](#)

### Separate the items that you want to keep with you while travelling:

- Adoption papers and photocopies.
- Bank records.
- Birth certificates and photocopies.
- Cash and/or traveller's cheques.
- Copies of credit cards or list of credit card numbers and contact phone numbers in case they are lost or stolen.
- Driving licences.
- Identity card(s).
- Insurance records.
- Keys.
- Marriage certificate and photocopies.
- Medical and dental records.
- Medication.
- Passport, photocopies and extra passport photos.
- School records.
- Travel tickets.
- Valuables and jewellery.

### Visit the following people/places:

- Your attorney to obtain records.
- Your banker to alter accounts.
- Your physician to obtain medical records.
- Your religious leaders to obtain a letter of introduction.
- Your vet to obtain necessary health certificates for pets
- Schools to obtain school records.

### Forward change of address notices:

- Creditors (charge accounts and national credit cards).
- Insurance.
- Magazines.
- Post office.
- Tax office.

### Discontinue the following services:

- Car tax.
- Electricity.
- Gas.
- Internet.
- Laundry pick-up.
- Mobile phone.
- Newspaper.
- Other utilities.
- Telephone.
- TV subscriptions.
- Water.

### Data:

- Make sure you backup all of your data e.g. Cloud backup.

### Restrictions on the following items may apply:

- Alcohol/Drinks/Liquids/Perfumes
- Cleaning products
- Drugs
- Firearms/weapons
- Food
- Hazardous/flammable items
- Live animals
- Live plants
- Medicine
- Products made from protected species.
- [View CITES checklist](#)
- Tobacco.

### Regulated items

You can either make arrangements to leave these items behind or contact your Move Specialist to find out how to apply for special permission.

### Let us know if you plan to:

- Be absent at time of packing or delivery.
- Heavy items that need hoisting e.g. Grand Piano.
- Include dutiable items.
- Pack some items yourself.
- Require storage at destination.
- Update your mailing address online:
- Airline and hotel rewards programmes.
- Banking and financial websites.
- Online subscriptions.
- Other websites.
- Rental car companies.

### Prior to packing make sure you:

- Empty, clean and drain appliances, e.g. refrigerators and washing machines, at least two days prior to packing.
- Inform your building's management office about your moving date (where relevant).
- Place labels on all appropriate items (air, sea, storage, do not move, etc.).
- Remove soil from garden furniture, flower pots, bikes, sports equipment, etc.
- Turn on dehumidifiers and air conditioners at least three weeks prior to packing if you live in a humid climate.
- Vacuum all carpets/rugs which are to be moved prior to packing.

### After packing:

- Check the mailbox for any mail.
- Close and lock all doors and windows.
- Double-check every room to ensure that nothing has been left behind.
- Leave the keys with the new tenant, landlord, owner or property agent.
- Read utility meters.
- Turn off appropriate lights and remaining electrical appliances.

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We make it easy