



CHECKLIST BEFORE MOVING

This checklist will help you organize yourself and avoid forgetting anything important.

PREPARATION FOR THE MOVE IN ADVANCE

- Validity of passport, visa
- Gather the necessary documents for the entrance in the new country and the travel
- Straighten out financial problems (change, closing account, transfers, exemption, taxes, etc)
- Find new accommodation
- Take action to quit actual accommodation (landlord, rent, inventory)
- Look around your property, in the garage, the garden, the cellar and the ceiling.
- Organize your administrative records
- Notify the Embassy of the change of address
- Decide how you want to translate your valuables
- Take care ASAP of the school(s) change(s) of your kid(s)
- Get covered abroad (insurance, housing, others)
- Take care of insurance related topics, medical records
- Take care of glasses / replacement lenses, contact lenses
- Organize the travel of the family
- What to do with your pets



A FEW DAYS BEFORE THE MOVE

- Take the necessary precautions to avoid damage due to fire, explosion or water damage
- Don't take flammables (detergent, lighter, acids, chemical products, aerosols).
- Do not bring cans of oil, paint, etc., already open to avoid leaks
- If bottles, make sure they are sealed, placed in a sealed bag
- Empty, clean and dry the refrigerator, freezer, washing machine, tumble dryer, washing machine dishes, and at least 24 hours before removal.
- Remove ink cartridges from printer, fax

ON THE MOVING DAY

- Make sure your dishes are washed and dried. Leave it in the cupboards, it will facilitate the task of the movers
- Make clear to the packing team where things belong (recommended use of stickers for separation furniture guard, which is shipped, luggage away), to avoid mixtures.
- BE AVAILABLE for the team of movers on the packing day(s). Avoid visits from friends, others.
- Before the team leaves your home, check one last time closets, cabinets, with the team supervisor, in order to not forget anything.
- Check and sign the inventory, keep a copy.
- Before leaving your home make sure all doors and windows are closed.



CHECKLIST OF THINGS TO TAKE WITH YOU

- Passport and visa
- International vaccination record
- Bus, Train, Air Tickets
- Traveller cheques
- Key doubles (car, bike, bags, etc.)
- Jewellery, precious items
- ID photos
- Toiletries
- Vehicle papers
- Prescription for eyeglasses
- Insurance policies
- Medicines
- Credit cards
- Necessary documents for the customs
- Driving license (international)
- Health insurance
- Social security card
- Birth and marriage documents (certified copies)
- Medical files
- School records of the kids
- First aid kit
- "First Night Kit", if necessary