

MOVING CHECKLIST



Pre-Departure

Health/Medicine

- Arrange to see your doctor and dentist to get relevant paperwork
- Allow sufficient time for vaccinations usually 6 weeks minimum
- Check if drugs you are taking are legal in destination countries
- Ensure that your travel insurer is FULLY aware of existing medical conditions
- Order extra contact lenses or glasses

Cancel utilities/services

- Notify Landlord (if rental property)
- Home Telephone (local/ long distance)
- Mobile Telephone Gas/Water/Electricity
- Internet/Cable/Satellite
- Security
- Cleaning/Landscaping Services
- Memberships / All subscriptions

Notify of address change

- Post office
- Local Town Registration
- Social Security Driving License
- Credit Card Mortgage Financial Advisor
- Motor Vehicle Bureau Pension/Investment College Loans Roadside Service
- Magazine/News subscriptions

Obtain important records

- Birth Certificate
- Marriage Certificate
- Passport
- Driver's License
- Social Security Card
- Travel Visa
- Employment Visa
- Work Permits (International Only)
- Medical Records (certificates of inoculations, vaccinations, health service card, dentists etc.)
- Prescriptions
- Legal Records
- School Records
- Veterinarian Records
- Tax Forms/Records

Insurance

- Determine if Company Policy includes Insurance (esp. Travel)
- Cancel/Transfer Current Insurance Plans Home
- Auto Life Medical



Pre-Departure Tips

- Check whether or not appliances will work in your new destination.
- Begin reducing items like kitchen cupboard contents, alcohol, and frozen food. Some of these items can cause issues at customs, especially alcohol
- Clean all garden equipment like lawn mowers and empty oil and petrol. Items such as bikes or golf clubs should also be free of mud
- Have ready all the operator manuals for any electrical items that need to be packed. You may need to list the make, model, serial number of these for customs

MOVING CHECKLIST



3 Weeks Before Moving Day

- Start sorting your belongings according to what will travel via Sea, Air, move into Storage, come with you and what will be left behind
- Arrange for deliveries to be stopped
- Use/Dispose of all perishable foods and flammable items
- Send draperies and rugs to cleaners
- Set aside manuals/instructions on home for new buyer/Tenant
- Take pets to vet for immunisations and travel documents
- Empty/Defrost Refrigerator/Freezer Plan Transportation of Pets/Plants
- Arrange for someone to look after children and pets while the movers are packing and loading
- Complete all customs documents and send them to your Moving Consultant
- Complete any transit cover forms, the itemised transit cover can take longer as you need to indicate a value for each item covered
- Take down items that are permanently fixed to the walls or ceilings (light fittings, for example). However, you may have discussed at your pre-move survey for Sterling to do this for you.



One Day Before your Move

- Buy foreign currency for your first week in your new location
- Pick up any dry cleaning and prescriptions you may have pre-ordered
- Clean and dry all electrical appliances to avoid mildew
- Remove DVD from players
- Back-up information in the cloud stored in your company
- Remove batteries from equipment that is going by air

- Remove toner cartridges from printers
- Put aside personal items that you will carry with you: Passport, jewelry, work permits, etc.
- If you are moving abroad, ensure you have packed essential items to tide you and your family over until your shipment arrives.
- Confirm you have received all required permits to export / import your shipment



The Day of Your Move

- Once the foreman arrives, draw their attention to any fragile items or anything that is of concern
- Have a walk through with the crew foreman so they are aware of what items are going by sea, air, road or storage
- Make sure luggage and important documents are kept to one side – highlight them to the foreman so they are not packed with your shipment
- Make the crew aware of any remote items that need to stay in the house. i.e.: House alarm controls and window keys
- Give all customs and transit cover documents to the crew foreman if not already provided to your Sterling Lexicon Consultant
- At the end of the pack walk through each room with the crew foreman to check all items have been packed. Sign the packing inventory, a copy will be given to you.
- Before the crew leave make sure nothing has been forgotten, be sure to check the garden, attic, basement, patio, side alley ways
- Give your final readings to the gas and electricity companies
- Ensure your house is broom clean
- Lock all doors/window
- Advise real estate agents/neighbours that house is empty
- Leave keys and garage door openers with new owner, realtor, etc.

Then relax knowing everything is taken care of!

MOVING CHECKLIST



DO NOT PACK INTO CONTAINER / AIRFREIGHT You may find these things handy

- Travel Luggage
- Wallet/Purse
- Credit Cards/Money
- Passports
- Employment Visas/Work Permits
- Keys
- Contact Information for Destination
- Toiletries
- Travelers Checks
- Jewelry
- Valuable Documents
- Prescription
- Medications
- Toys for children
- Airline tickets
- Change of Clothes



Packing Tips

We have compiled a few packing tips



- Remember standard property sizes vary from country to country. Double-check large pieces of furniture such as sofas, wardrobes, etc. will fit in your new property so you can decide if they should be packed or not.
- Expect clothing to be wrinkled at the time of delivery - Just as clothing will wrinkle when packed in a suitcase for a short trip, they could also be wrinkled after being un-packed. This could occur regardless of the type of packing carton used.
- Due to changes to airline security rules, no batteries or items containing batteries can be included in your airfreight. Airfreights have the same regulations as hand luggage when you travel - no liquids, sprays or built-in batteries are allowed to be packed
- Keep all sensitive documents you need to travel with (such as passports, medical docs, etc.) clearly separated from the items going on the move/being packed
- It is normal to have items from different rooms in the same cartons, this packing technique saves space and money, and minimises the risk of damage in transit
- Expect clothing to be wrinkled at the time of delivery
- Your packing crew will decide which items to disassemble for shipping.
- It is normal for a number of crew members to be working in various rooms at one time and all cartons and individual furniture will be inventoried.
- Sterling Lexicon moving services includes packing of all goods by a specialized team. However, if you still wish to pack few items by yourself, the team will give you some boxes. We are obliged to examine or even repack your boxes for cover purposes. Therefore, do not close the boxes.
- New furniture, alcohol and food are normally not accepted by the custom regulations around the world and can't be included as part of the shipment or duties and taxes will apply. Your Moving Consultant will assist you accordingly.