

## International Handy Hints and Move Planner

### Before Moving Day

- » Book moving date with removalist / shipper
- » Agree moving plan including number of packing cases required
- » Apply for a passport and/or visa
- » Book flight tickets
- » Check luggage & hand luggage allowance with airline
- » Purchase travel guides, maps, phrasebooks, dictionaries as required
- » Investigate International Schools
- » Make arrangements for cars - sale, ship etc
- » Make arrangements for pets
- » Make the necessary arrangements with the electoral office if you wish to vote from abroad
- » Obtain International Driving Licence if necessary and a copy of your insurance no-claims certificate
- » Collate and duplicate personal papers, e.g. educational certificates/records, birth/marriage certificates, insurance policies, wills, share certificates etc
- » Notify clubs, many of which may require a month's notice to cancel membership
- » Make arrangements to get to the airport
- » Arrange appointments for relevant inoculations
- » Arrange travel/medical/shipping insurance
- » Notify doctor and obtain medical history/records, details of medication where necessary
- » Obtain eye prescription from optician/optometrist
- » Request dental records from dentist
- » Transfer or set up new bank accounts
- » Cancel store cards
- » Notify credit card companies
- » Advise Inland Revenue you are leaving the country and get advice about tax
- » Notify pension company
- » Notify service providers of date to cancel – electricity, gas, water, council tax, telecoms providers, TV licence – and leave forwarding address
- » Redirect mail through the Post Office
- » Send out change of address cards
- » Clear out unwanted belongings
- » Put items you are not taking into storage, sell or give away
- » Make a list of everything you are going to take
- » Use up food from freezer
- » Organise disconnection of domestic appliances

### **Two Days Before**

- » Cancel any regular deliveries (milk, newspapers)
- » Defrost freezer, clean out fridge

### **The Day Before**

- » Check drawers and trunks/chests for any fragile items
- » Place any liquids, oils and paints to be moved in sealed containers
- » Put to one side any inflammable liquids and drain fuel from petrol mower, paraffin fire etc.
- » Take down curtains and blinds (if applicable)
- » Put together a pile of “do not remove” essentials: handbags, clothes, snacks, cleaning materials etc.

### **On Moving Day**

- » Pack small valuables separately
- » Confirm service meter readings and keep a spare copy of readings
- » Switch off power and water
- » Pack essential items in your hand luggage
- » Confirm service meter readings and keep a spare copy of readings
- » Switch off power and water supplies (if necessary)
- » Lock all windows and doors
- » Deposit keys with estate agent