

Checklist for families

3 months before departure

- Request quotations from removal companies and forwarding agencies.
- Prepare a schedule (your move and your departure should not be on the same day).
- Sort out the export/sale of your car.
- Check validity of identity cards, passports and driving licences.
- Request police certificates of good conduct, if necessary.
- Terminate tenancy agreement in writing and clarify modalities. (Next tenant? Need to decorate?)
- Make inventory of removal goods for insurance company, if possible with copies of invoices, expertises and photos.
- Notify your banks in writing; make arrangements to close accounts three months after you have moved.
- Management of finances, liabilities, standing orders, direct debts, taxes
- Make arrangements for a safe to store jewellery and original documents.
- Request quotations from workmen for decorating work.
- Place orders with workmen for decorating work.
- Clear out apartment and basement; sort out items for car boot sale and collection of bulky refuse.
- Check DVDs according to country code and sort out.
- Notify insurance companies or terminate insurance contracts.
- Terminate memberships in associations etc. in writing.
- Create a move file for checklists, invoices etc.
- Request important medical records from doctors.
- Get booster vaccinations, have vaccination certificates issued.

Notes

- Terminate contracts for deliveries of drinks or frozen food*
- Terminate subscriptions to magazines.*
- Terminate radio and television licences (GEZ) by registered mail.*
- Terminate contracts with telephone companies in writing so that they end one day after you have moved out!*
- Finalise your new contract of employment.*
- Discuss pensions, social insurance and tax matters.*
- Apply for work permit and residence permit, visa as well if applicable.*
- Are you familiar with the assignment guidelines?*
- Apply for leave of absence, check claims to special leave.*
- Book flights.*
- Do you need accommodation from the day of the move until the date you depart?*
- Organise temporary accommodation/hotel for your arrival until the day you move into your new home.*
- Book language classes.*
- Obtain information about the culture, religion and customs in the host country.*
- Decide on a contact in the company.*
- Arrange dates for searching for accommodation in the host country.*
- Request terms and conditions from banks and credit institutions.*
- Request terms and conditions from insurance companies in the host country.*
- Find out about customs requirements for the import of electrical goods and software.*
- Find out about customs requirements for the import of vehicles.*
- Obtain information about vaccination requirements in the host country.*
- Notify schools and nurseries in writing, search for school reports and examination certificates and add them to your documents.*

Notes

- Cancel agreements with nurseries and get written confirmation of the periods for which you have made payments.*
- Find out about vaccination and import requirements for pets.*
- Give away or sell plants.*
- Look for a nursery or a school at your new location, apply for a place for your children in writing.*
- Make contacts with other pupils.*

Notes

*We'll be pleased to organise
all this for you!*