ARPIN INTERNATIONAL GROUP

Overseas Moving Planner

AIG Relocation Counselor: _____

Phone: _____

Fax: _____

Email: _____

Destination Address: _____

_____

Departure Date: _____

Arrival Date: _____

5 - 6 Weeks Prior to Moving Out

- ☐ Advise landlord of move
- ☐ Confirm passports and visas are valid
- ☐ Check permit and vaccination requirements
- ☐ Confirm travel documents and tickets
- ☐ Gather family's personal documents (birth and marriage certificates, financial, legal, school, insurance, medical and dental records). You should hand-carry these
- ☐ Cancel local credit card accounts, rental or lease agreements, club and magazines subscriptions
- ☐ Notify schools
- ☐ Obtain letters of reference to establish credit for you or for any family member who might be seeking employment in your new city
- ☐ Clean out the garage, attic and shed
- ☐ Start working on a detailed valued inventory of all of the items in your home
- ☐ Obtain invoices for new purchases (customs formalities)
- ☐ Measure oversized furniture to ensure it fits in your new residence (some homes abroad have smaller rooms with narrow access)
- ☐ Schedule all home improvements to be completed prior to Move Out Day

2 - 4 Weeks Prior to Moving Out

- ☐ Prepare your valued inventory
- ☐ Mail change-of-address cards to relatives, friends, associations, publications, government agencies, insurance companies, etc.
- ☐ Arrange to have mail forwarded
- ☐ Dispose of any items you do not want to ship
- ☐ Ask for final bills for gas, oil, water, electricity, telephone
- ☐ Reserve elevator for the move day(s)
- ☐ Pick up any dry cleaning or items sent for repair
- ☐ Reserve hotel room(s) for the move day(s)
- ☐ Contact utility companies abroad to verify start dates in your new home
- ☐ Continue working on your valued inventory
- ☐ Arrange with neighbors and/or building superintendent to leave sufficient parking for the moving van or container

NOTES:

Overseas Moving Planner

1 Week Countdown

www.arpinintl.com

1 Week Prior to Moving Out

- ☐ Complete your valued inventory
- ☐ Separate and label all personal items which are to travel with you, including passports, tickets, keys, documents, medicines, valuables, jewelry, clothing, money, etc.
- ☐ Clean and drain the fuel and oil from lawnmowers and other power equipment. Clean gardening tools, bikes, etc.
- ☐ Cancel newspaper delivery and trash pickup service
- ☐ Disconnect, clean and dry any electrical appliances
- ☐ Arrange with neighbors to leave sufficient parking for the moving van or container
- ☐ Arrange care for children and pets on moving day(s)
- ☐ Supply your AIG Relocation Coordinator with completed valued inventory, customs forms, travel schedule, destination address and contact numbers
- ☐ Confirm parking arrangements with neighbors and/or building superintendent

2 Days Prior to Moving Out

- ☐ Take pictures of items that will be disassembled
- ☐ Disassemble wall-mounted bookcases and shelving, swing sets, and other items
- ☐ Empty and defrost refrigerator and freezer (if it is to be shipped or stored)
- ☐ Dispose of plants and perishable food
- ☐ Categorize household goods and personal effects (air, sea, storage, temporary residence)

Move Out Day(s)

- ☐ Arrange to be at home when the movers arrive and throughout the move out process
- ☐ Accompany the crew chief on a walk-through of your home indicating the goods to be moved
- ☐ Confirm packing lists are correct (air, surface and storage)
- ☐ Before the crew leaves, make a final walk-through of your home to be sure nothing has been overlooked (attic, basement, closets, etc.)
- ☐ Keep a copy of the signed inventory and all shipping documents close at hand

Upon Arrival at Destination

- ☐ Confirm with AIG Relocation Coordinator or your Destination Agent that you are in country
- ☐ Obtain the necessary customs forms to be completed from your Destination Agent
- ☐ Supply AIG Relocation Coordinator/Destination Agent with customs forms, destination address and contact numbers (if you have not already done so)
- ☐ Obtain necessary licenses (driver's, pet, etc.)
- ☐ Register automobile if necessary
- ☐ Schedule all home improvements to be completed prior to Move In Day
- ☐ Prepare a floor plan for furniture layout. The crew chief will need a copy of this at delivery
- ☐ Arrange care for children and pets on moving day(s)

Move In Day

- ☐ Arrive before the movers. There may be waiting charges if you are late.
- ☐ Check the condition of each carton and household item
- ☐ Accompany the crew chief on a walk through of your home to go over your furniture plan and where boxes should go

NOTES: