



## Leaving Host Country Departure Checklist and Timeline

### Checklist

1. Notify your HR contact and discuss process and procedures
2. Notify your landlord at least 60 days (or per the lease agreement) before lease term ends
3. Ensure moving dates have been communicated to moving company
4. Contact Utility/Cable companies to close accounts. *In the US, Assignee will need to do this directly due to utility company confidentiality agreements:*
  - a. Phone numbers and account numbers are on the bills
  - b. Arrange for last meter readings
  - c. Arrange to return cable boxes, modem or routers
  - d. Give forwarding address of where to send the last bill– either company or yourself
5. Keep bank account open until final bills are paid
6. Cancel renter’s and/or car insurance
7. Inform school of your pending move – Obtain school records (transcripts)
8. Inform doctors and dentists of pending move
  - a. Obtain medical and dental records
  - b. Fill prescriptions before you leave
9. Call the vet if you have a pet
  - a. Obtain vet records
  - b. Make sure all shots are up to date for moving pet internationally
10. Call the bank and close your account after final bills are paid
11. Fill out Change of Address form at the post office
  - a. Ask to have 1<sup>st</sup> class mail forwarded only – you do not want to have “junk mail” forwarded
  - b. Cancel newspapers and/or magazines
12. Keep track of important phone numbers and details
13. **Do not pack important papers, but rather hand carry:**
  - a. medical records
  - b. school records

- c. drivers' license
- d. passports
- e. pet records

**14. Do not pack, but rather hand carry medications that you will need**

15. Make arrangements to have your home and carpets professionally cleaned before the final Property Inspection

## Three To Four Weeks Prior To Departure

### Home

- Send everything to be shipped or stored that requires dry cleaning to the cleaners. Mark the pick-up date on your calendar and REMEMBER TO PICK ITEMS UP.
- Arrange for child care on moving day.
- Check on and clear up any tax assessments.
- Send change of address to:
  - Post office
  - Family and friends
  - Business associates
  - Bank/credit cards
  - Charge accounts
  - Consider cancelling newspapers and magazines
  - Consider which items should be sent airmail and which can be handled online
- Collect items which you have loaned to people and return any borrowed items.
- Pick up all items being repaired.
- Arrange to sell or store cars or other vehicles.
- Call charity group to pick up all items not being moved or sold.
- Order any newspapers that you might want while overseas to be shipped via sea mail.
- Arrange for help to clean the house after the movers have finished.
- Determine if TV and other appliances are usable in your new location (voltage, cycles, size of appliances, etc.). Arrange for storage or sale of appliances which are not being moved.

## Personal and Official

- Check on status of club memberships while overseas.
- Notify your insurance company and police of moving date (if house is to remain empty).
- If you are moving to a new job or your spouse is leaving a job, arrange to have tax information forwarded at the appropriate time (if applicable).
- Make sure all travel and hotel arrangements are made for the moving trip. If taking a pet, arrange for a cage and airline space, and check on quarantine arrangements.

## One To Two Weeks Prior To Departure

### Home

- Divide and mark possessions into air shipment, sea shipment, personal baggage and storage.
- If you are doing your own packing (not recommended), get cartons and packing materials.
- Do not pack items in closed plastic (cleaner's bags/plastic garment bags), especially shoes or other leather goods (this dries out leather). Corrugated paper, which is waxed, could also damage goods.
- Arrange for payment of the move. Unless arrangements have been made through your company, moving companies will want to be paid upon delivery.
- Reconfirm packing and moving dates with movers. If possible, arrange for storage load to be packed and picked up separately from shipment items to avoid mix-ups.
- Remove and replace any items you are not selling with the house such as light fixtures.
- Make arrangements necessary to assist movers (elevator, parking for moving van, etc.).
- Return all library books.
- Draw a floor plan of the new house and where furniture will be placed, so that you can direct the movers as they bring in the furniture.
- Arrange for disconnection of utilities and services such as:
  - Telephone
  - Gardener/Yard service
  - Day care
  - Newspaper
  - Home repair
  - Garbage collection
  - Cleaning service
  - Cable/Internet
  - Electrical/Gas/Water service

## Personal and Official

- Keep a contact file with information for movers, company contacts, friends, etc.
- Arrange to have current bank transfer funds and credit references to the bank you have chosen in your destination. Close out extra bank accounts, if appropriate.
- Obtain travelers checks and some cash in foreign currency.
- Make a list of important numbers; credit card, car serial, bank account, traveler's checks, camera serial, etc. Carry one copy with you and keep one copy in safety deposit box.
- Reconfirm travel arrangements. You might want to leave a day or two after the final moving day so that you have time to organize details and relax.
- Allow each child to pack a small carry-on bag with favorite toys, books, and snacks. Have each child pack an "Open Me First" box with special toys and favorite items.
- Collect all valuables and items for "Essentials Box" to be carried with you. Place them in a safe place or a safety deposit box until the day before departure.
- Collect receipts for expensive articles for customs entry (i.e. computers, cameras, jewelry).

## Moving Week

### Home

- Give away houseplants and any freezer items not being used.
- Complete sorting and packing for the trip.
- Defrost freezer and refrigerator 2-3 days before leaving. Leave the door open and put a "KEEP OPEN" sign on door. If there are children in your home, take extra care to assure that the doors cannot be closed tightly, causing children to be trapped.
- Establish an area or closet to gather last minute cleaning supplies and first-aid kit for the final van load. Label the closet "DO NOT PACK."
- Take local contact information with you, this may be useful in your new home.
- Throw away unwanted items you will not move, if it is there, the movers will move it.
- Dispose of gasoline, flammables, light bulbs, batteries, and aerosol cans. These items cannot be packed or shipped.
- Unplug television sets 24 hours in advance so they are room temperature on moving day.
- Apply a coat of paste wax to furniture to protect it from dirt, fingerprints, and water damage. Use only a good quality paste wax without an oil base.
- Label "DO NOT PACK" any items that will remain in the house.
- Arrange for a final pick-up by charity for items you wish to give away.
- Label items clearly according to type of shipment: air, sea, storage, or do not pack.
- For storage, soft goods can be packed in drawers or trunks.

### Personal and Official

- Pay outstanding bills. Arrange for payment of final bills.

- Put together an arrival kit of the items you will need first.
- Arrange for refunds on any deposits (telephone, apartment rental, etc.).
- Remove contents of safety deposit box, if applicable, which will accompany you in your [“Essentials Box.”](#)
- Pack carry-on bags with underwear, cosmetics, and essentials for 24 - 48 hours in case baggage is lost/delayed. Take snacks to accommodate the change in meal schedules. Have gum and hard candy to relieve air pressure on take-off and landing.
- Inform a relative/close friend of your schedule, including stopovers. Use them as a message center.

## Moving Day!

- Eat breakfast (you may not have time to eat again until evening.)
- Try not to prepare any meals at home except for a small breakfast.
- Use disposable plates and cups for drinks and snacks.
- Put coffee, tea kettle, snacks, soda, and can/bottle opener, first aid kit and a few tools in the "DO NOT PACK" closet.
- Packing and pick up for shipping and storage will probably take two to three days. Movers usually arrive in the morning (depending on their location) and may be there until late at night, so plan your dinner around their time frame.
- Give FIRM instructions to packers that they do not begin packing up a room until you have given them specific instructions for each room as to what to pack, store, etc.
- Send children and pets to babysitter or arrange for sitter to come to your home.
- Check the water and utilities and drain the hot water heater if no one will move in soon.
- Leave a list of instructions for the new occupant which includes:
  - Name and contact of property manager (if applicable)
  - A list of the names of the utility companies (gas, electric, and water)
  - Map showing what is planted in yard that may not be presently showing
  - Plumber /Handyman contact
  - Pest control contact
  - Garbage service and day of collection
- Leave a list of instructions, warranties, keys, garage door openers, etc. on a kitchen counter where they will be easily found.
- Plan to be at home or have someone there for the entire day to make final decisions.
- Double-check closets, drawers, and shelves to ensure they are empty before signing the Bill of Lading; this gives your approval that everything is satisfactory. Keep a copy of the Bill of Lading and take it with you to check off at unloading time.
- Do a last minute clean-up; consider staying overnight to get a fresh start in the morning.