

LEAVING HOST COUNTRY DEPARTURE CHECKLIST- CANADA

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. *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. Currently Canada does NOT require Government or City De-Registration.
7. Cancel renter's and/or car insurance
8. Inform school of your pending move – Obtain school records (transcripts)
9. Inform doctors and dentists of pending move
 - a. Obtain medical and dental records
 - b. Fill prescriptions before you leave
10. 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
11. Call the bank and close your account after final bills are paid
12. Fill out Change of Address form at the post office
 - a. Ask to have 1st class mail forwarded only – you do not want to have “junk mail” forwarded
 - b. Cancel newspapers and/or magazines
13. Keep track of important phone numbers and details
14. **Do not pack important papers, but rather hand carry:**
 - a. medical records
 - b. school records
 - c. drivers' license
 - d. passports
 - e. pet records
15. **Do not pack, but rather hand carry medications that you will need**
16. Make arrangements to have your home and carpets professionally cleaned before the final Property Inspection