

# Relocation Checklist

By Nicole Nichols-West

- ☐ Prior to relocation
  - ☐ Find a moving company
  - ☐ Sell or store your car.
  - ☐ Arrange for your mail to be redirected Think of renting a mail box.
  - ☐ Compile personal records and paperwork into a secure travel file.
  - ☐ Arrange for current prescriptions and a sufficient supply of any medicines.
  - ☐ Pay all bills, cancel subscriptions and ensure any direct debits will be stopped once you move.
  - ☐ Organise private health and home insurance for when you arrive at your relocation destination.
  - ☐ Confirm temporary accommodation booking for when you arrive.
  - ☐ Set up a bank account at relocation destination.
  - ☐ Obtain foreign currency (when applicable).
  - ☐ Pack all essential items.
  - ☐ Back up computer files.
  - ☐ Organise transport to the airport.
  - ☐ Leave forwarding contact details for the new occupants of your home.
- ☐ Arriving at destination
  - ☐ Check into your temporary accommodation.
  - ☐ Let your friends and family at home know that you have arrived safely.
  - ☐ Set up a pre-paid mobile phone account.
  - ☐ Find your nearest internet service point.
  - ☐ Apply for a tax file number and open a bank account if still required.
  - ☐ Arrange for health insurance.
  - ☐ Contact potential employers and recruitment agencies to set up job interviews.
  - ☐ Collect your pets from quarantine if necessary.
- ☐ Moving into new home
  - ☐ Set up utilities including phone, power, internet etc.
  - ☐ Contact your children's new schools or child care provider and arrange for a progress report.

- ☐ Introduce yourself to your new neighbours.
- ☐ Look into social and recreational activities in your local area.
- ☐ Purchase a car if required and organize registration and insurance.
- ☐ Register with your local library.
- ☐ Documents to keep when travelling
  - ☐ Passports.
  - ☐ Birth certificates.
  - ☐ Marriage (and divorce) certificates.
  - ☐ Qualifications, Curriculum Vitae/Resume, job and employment references.
  - ☐ Children's school reports and ;immunization ;certificates.
  - ☐ Verification of your credit records.
  - ☐ Proof of no claim bonus for insurance purposes.
  - ☐ Copies of your life and other insurances.
  - ☐ A copy of your Last Will and Testament.
  - ☐ Records of trusts and companies you have operated.
  - ☐ Account and loan details.
  - ☐ Details of your investments.
  - ☐ Backup files for your computer.