

# 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.