

INTERNATIONAL MOVE CHECK LIST

Moving from one country to another presents a special set of problems and requirements. Since we have assisted tens of thousands of families in moving between countries, we are aware of these requirements, and have designed this checklist to aid you in your international move.

Since the checklist is general in nature, we suggest gathering information about your new country of residence. Also, don't hesitate to ask your Customer Service Representative about your special requirements. They will be more than happy to assist

Visit the consulate of your new country of residence and inquire about:

- Visa Requirements
- Work Permit Requirements
- Registration Formalities
- Other Necessary Documents
- Customs Duties
- Contraband List
- Pet Requirements
- Vaccination Requirements
- Suitable Clothing Available
- Taxes
- Housing Availability
- Educational Institutions
- Baby Food Availability
- Publications to Aid New Residents

Arrange to take the following items with you while traveling:

- Birth Certificates
- School Records
- Bank Records
- Insurance Records
- Medical & Dental Records
- Stock and Investment Records
- Church & Fraternal Organizational Memberships
- Power of Attorney
- Move Planner

Separate items you want to keep with you while traveling:

- Passports
- I.D.'s
- Tickets
- Drivers Licenses
- Medicine
- Valuables (Cash jewelry, etc)



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Visit the following people:

- Your Banker to alter accounts
- Your Physician to obtain medical records
- Your Clergyman to obtain a letter of introduction
- Your Attorney to obtain records
- Your Veterinarian to obtain necessary health certificates for pets

Forward change of address notices to:

- Post Office
- Magazines
- Insurance
- Creditors (charge accounts & national credit cards)
- Tax Bureau

Discontinue the following services:

- Telephone
- Electricity
- Gas
- Water
- Newspaper
- Laundry Pick Up

The following items are usually too costly to move or prohibited by most countries, so you should make arrangements to leave them behind or arrange special permission:

- Firearms
- Live Plants
- Firewood
- Greenhouse Equipment
- Foodstuffs
- Hazardous Materials (Paint, spray cans, oils, acids, etc.)

Inform your Customer Service Representative if you plan to:

- Hoist certain items (e.g. Grand piano)
- Pack some items yourself
- Include Firearms, Liquor or other Dutiable items
- Require storage at destination
- Be absent at time of delivery

Prior to packing make sure to:

- Inform your building's management office about your moving date
- Vacuum all carpets/rugs which are to be moved prior to packing
- Empty, clean and drain appliances, e.g. refrigerators, washing machines at least 2 days prior to packing
- Double check every room after packing to ensure that nothing has been left behind

After Packing:

- Turn off appropriate lights and electrical appliances remaining
- Close and lock all doors and windows
- Check the mail box for any mail
- Leave the keys with the new tenant, landlord, owner or property agent



YOUR MOVE AT A GLANCE

Step 1

Premove survey

- Pre-move survey scheduled Date: _____
- Special services request form completed

Step 2

Quotation

- Quotation received
- Quotation evaluation completed

Step 3

Confirmation

- Moving company chosen: _____

Documents:

- Acceptance form completed and returned to mover (retain copy)

Step 4

Insurance

- Insurance form completed and returned to mover (retain copy)

Documents:

- Confirmation of insurance police (will be sent by mail to your destination address)

Step 5

Packing and Loading

- Advanced material delivery form completed and faxed (if applicable)
- Material delivery Date: _____ AM/PM
- Sea Pack and load Date(s): _____
- Air Pack and load Date(s): _____

Documents (received from packing supervisor)

- Packing list
- Post packing checklist

Step 6

Forwarding

Sea ETD: _____ ETA: _____
Air ETD: _____ ETA: _____

Documents:

- Customs documents (if applicable, send to UTS before your departure)
- Shipping confirmation letter (UTS will send to you by mail after the Shipments departure)

Step 7

Delivery

- Contact destination moving company
- Schedule delivery Date: _____

Storage (if required)

- Storage extension request form (complete and send to insurance company)

From: _____ To: _____

Documents:

- Delivery report (complete with supervisor and retain copy)
- Customer comments form (complete and return to UTS by mail, fax or email)