

## Relocation checklist

There are many things to consider when relocating from one country to another. This checklist highlights things to think about regarding your relocation and moving process.

### Visit the consulate of your new country of residence and enquire about:

- Visa requirements
- Work permit requirements
- Registration formalities
- Other necessary documents
- Customs duties
- Contraband list
- Pet requirements
- Vaccination requirements
- Availability of medicines
- Suitable clothing (respect culture)
- Taxes
- Housing availability
- Educational institutions
- Baby foods availability
- Publications to assist new residents

### Separate items you want to keep with you while travelling:

- Passport, photocopies and extra passport photos
- Identity card(s)
- Birth certificates and photocopies
- Adoption papers and photocopies
- Marriage certificate and photocopies
- Travel tickets
- Cash and/or traveller's cheques
- Driving licences
- Medication
- Medical and dental records
- Insurance records
- School records
- Bank records
- Copies of credit cards or list of credit card numbers and contact phone numbers in case they are lost or stolen
- Relocation planner
- Valuables and jewellery
- Keys

### Visit the following people/places:

- 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 vet to obtain necessary health certificates for pets
- Schools to obtain school records

### Forward change of address notices:

- Post office
- Magazines
- Insurance
- Creditors (charge accounts and national credit cards)
- Tax office

### Discontinue the following services:

- Telephone
- Mobile phone
- Electricity
- Gas
- Water
- Internet
- TV subscriptions
- Other utilities
- Car tax
- 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
- Greenhouse equipment
- Foodstuffs/Alcohol
- Items made from endangered species
- Hazardous materials (paint, spray cans, oils, acids, etc.)

**If you are unsure of any of the items you wish to ship please ask a Santa Fe Relocation consultants.**

### Inform your Santa Fe Relocation consultant 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 packing or delivery

### Update your mailing address online:

- Airline and hotel rewards programmes
- Rental car companies
- Online subscriptions
- Banking and financial websites
- Other websites

### Prior to packing make sure you:

- Inform your building's management office about your moving date (where relevant)
- Turn on dehumidifiers and air conditioners at least three weeks prior to packing if you live in a humid climate
- Vacuum all carpets/rugs which are to be moved prior to packing
- Empty, clean and drain appliances, e.g. refrigerators and washing machines, at least two days prior to packing
- Place labels on all appropriate items (air, sea, storage, do not move, etc.)
- Remove soil from garden furniture, bikes, sports equipment, flower pots, etc.

### After packing:

- Double-check every room to ensure that nothing has been left behind
- Turn off appropriate lights and remaining electrical appliances
- Read utility meters
- Close and lock all doors and windows
- Check the mailbox for any mail
- Leave the keys with the new tenant, landlord, owner or property agent

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