

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 [get in touch](#) with a Santa Fe representative.

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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