

# Your International Moving Checklist

By



## Six to eight weeks before moving day

Working with the mover:

- Call your ETC Intl. Freight agent (800-383-3157 / [www.etcinternational.com](http://www.etcinternational.com)). Provide the agent with the inventory, and if applicable set a date for the agent to visually survey your home and prepare an estimate.
- If your company is paying for your move, refer to their moving policy to determine the services that ETC will be authorized to perform.
- Do you want to do any of the packing -- or will you have it done by our experienced packers? Your agent will be happy to discuss packing services with you.
- Show or disclose to the agent everything that is going to be moved. **Any items you fail to disclose or that are added later to the shipment may increase the cost, even if you have been given a binding estimate.**
- Provide a written acknowledgement or acceptance of the estimate after you are sure you have a clear understanding of the charges/services provided. If you have any questions, ask your agent to explain.
- Keep the phone number and name of your salesperson or move coordinator handy.

## Four to six weeks before moving day

Places to notify:

- Notify the post office that you are moving. An online Change of Address form is available on the [United States Postal Service](http://www.usps.com) Web site.
- Prepare a list of friends, relatives, business firms and others who should be notified of your move.

### Utilities

- Electric
- Gas
- Water
- Telephone
- Sewer District
- Trash
- Cable/Satellite
- Fuel (Oil/Propane)
- Sewer District

### Personal Accounts

- Pharmacy
- Dry Cleaner
- Lawn Service
- Bank/Finance Companies
- Credit Card Companies
- Laundry Service
- Auto Finance Company
- Health Club

### Professional Services

- Doctor(s)
- Dentist
- Accountant
- Lawyer
- Broker
- Insurance Agency

### Publications

- Newspapers
- Magazines
- Newsletters
- Professional Journals

### Government Offices

- Department of Motor Vehicles
- Social Security Administration
- State/Federal Tax Bureaus
- City/County Tax Assessor
- Veterans Administration

 [Printable View](#)

### Miscellaneous:

- Have a "garage sale" or use an online auction service to dispose of unwanted items.
- Donate unwanted clothing or household goods to charitable organizations. Obtain receipts showing the items' approximate value for possible tax deductions.
- Begin to use up supplies of canned goods, frozen foods and other household items. Buy only what will be used before moving.

## Two to three weeks before moving day

Working with the mover:

- **Notify your ETC agent if you add or subtract items from your planned move or if there are any changes in dates. Be sure to supply your agent with destination address and phone numbers where you can be reached.**
- Confirm any extra stops required to pick up or deliver goods to a location other than the main pickup or delivery points.
- If your car is being moved, be sure that there is less than 1/8 of a tank of fuel when shipped

Preparing the family:

- Take the family for a farewell visit to some of the places that hold happy memories.
- Have a going-away party for the children and their friends.
- Have some fun for yourself...an open house or an informal dinner or barbecue. Keep it simple.
- Make family travel plans. Reserve hotel rooms and airline tickets as needed

Preparing household items:

- Federal law requires that you dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, and poisons such as weed killer. Drain fuel from your power mower and other machinery. Discard partly used cans of oil, paint, thinner, bleach, or any other substances that may be flammable or combustible or those stored in containers that may leak.
- Prepare a packing list with your origin and destination with names and addresses, along with descriptions of items with their value.
- Discard propane tanks which are used for barbecue grills.
- Set an appointment with a service technician to prepare your major appliances for shipment.
- Set a date for having utilities disconnected. If possible, plan to keep utilities in service through moving day.
- Have rugs and draperies cleaned. Leave both wrapped when they are returned from the cleaners.
- Obtain a written appraisal of antique items to verify value. Avoid waxing or oiling wooden antiques (and fine wood furniture) before moving because some products might soften the wood, making it vulnerable to imprinting from furniture pads.
- Do not clean your upholstered furniture before moving. Moisture could cause mold if furniture must be placed in storage.

## One to two weeks before moving day

Pets and plants

- Decide what to do with house plants. ETC International Freight cannot safely move your plants because they may suffer from lack of water and light as well as probable temperature changes.

Alternatives:

- Give plants to friends or relatives.

- Donate plants to a hospital or other organization.
- Include plants in a garage sale.
- Take pets to the veterinarian. Most states require health certificates and rabies inoculations. See that identification and rabies tags are securely attached to your pet's collar.
- Arrange for transportation of pets.

Other important details:

- Collect all items that are being cleaned, stored or repaired (clothing, furs, shoes, watches, etc.). Empty your locker at the club, bowling alley or gym.
- Return library books and anything borrowed from friends or neighbors, and collect things you may have loaned.

## Day before moving day

Working with the Packing Crew (if applicable)

- Point out to the packers any extra-fragile items needing special attention. Mark appropriately any items you do not want packed or moved, as well as cartons you will want first when the van arrives at destination.
- If you are doing your own packing, make sure everything is ready to go before moving day.
- Collect things you definitely want packed together, such as children's toys, and place in separate groups.
- Unplug all electronic appliances 24 hours in advance of a move, except plasma televisions, so that they will be at room temperature on moving day. This includes home computers, stereos, and audio/video equipment.

Last minute details:

- Check closets, cabinets, and storage lockers for any articles overlooked.
- Be on hand when the service representative arrives to prepare your appliances for shipment, if applicable.

## Moving day

Working with the mover:

- It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is complete. After making a final tour of the house, check and sign your inventory. Provide a copy to the ETC agent.

Take a last look around:

- Water shut off?
- Furnace and air conditioner shut off?
- Light switches turned off?
- All utilities arranged for disconnection?
- Windows shut and locked?
- Old house keys surrendered?
- Have you left anything?

## Delivery day

- Be on hand to accept delivery. If you cannot be there personally, be sure you authorize an adult to be your representative to accept delivery on your behalf.
- Keep all documents pertaining to your move in a safe place.

## One week after move

Settling in:

- Check with your new post office for any mail being held and ask for delivery to start.
- Check on local requirements for auto registration and a driver's license.
- You may want to select an attorney to discuss laws that pertain to your country. Be sure to cover such matters as wills, transfers of property and investments, insurance regulations, inheritance laws, taxes, etc. Most laws affect a family as soon as residence in the new location is established.

Interested in a free rate quote to ship your residence overseas? Call or click today!

**CALL: (800) 383-3157**

**CLICK: [HERE](#)**