



Your International Move Planner

To help you plan an organized and trouble-free move, we've prepared this handy checklist. If you have any questions along the way, feel free to contact your local North American International Representative.

7-10 weeks before move

- Inventory your belongings and decide what to keep.
- Schedule a sale for items you aren't moving. Or, donate them to charity (ask for a receipt for tax records).
- Make hotel and airline reservations, if necessary.
- Determine if your appliances will work overseas, possibly with the aid of adapters and transformers.
- Call North American to arrange for expert, professional packing. If you're packing yourself, we can provide the special materials you'll need.
- Gather medical, dental, birth, marriage and other personal records. Send school transcripts to your new school.
- Close local credit card accounts.
- Ask your employer to forward tax-withholding forms.
- Obtain visas, work permits and passports.
- Receive a medical check-up and all vaccinations mandated by your new home country (check immunization and health certificate requirements).
- Check on quarantine periods and health requirements for pets.
- Discontinue current household services and make advance arrangements for new services, such as newspaper delivery, utilities, garbage collection, diaper service, lawn care, etc. Check for refunds, when appropriate.
- Mail change-of-address cards to the post office, Social Security, insurance companies, credit cards, magazines, friends, family, mail order accounts, etc.

2-3 weeks before move

- Fill, transfer and pack prescriptions for family and pets.
- Safely dispose of all flammables (paint, paint remover, etc.). These materials can't be transported.



1 week before move

- Defrost refrigerator/freezer and allow thorough air-drying to prevent mildew.
- Dispose of unused dry and frozen foods.
- Clean oven.
- Transfer or close bank accounts.
- Drain fuel and oil from lawn mowers and other power equipment.
- Drain garden hoses.
- Gather valuables from safe deposit boxes, drawers, jewelry cases, etc. Items of value should always travel with you.
- Send clothes, drapery and rugs out for cleaning and leave them in protective bags.
- Take down curtain rods, shelves and antennas.



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successful move actually starts well before moving day. Your first step is to set your three most important dates, which are your packing, loading and delivery. With these dates in mind, you can start planning well in advance for a smooth and safe move.

Packing Date:

Loading Date:

Delivery Date:



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Moving day

- Pack a box of essentials for move-in day (tools, paper products, cleaners, etc.). Make it easy to find when you arrive at your new home.
- Pack suitcases.
- Remove bed linens.
- Be available to check items on inventory sheet.
- Conduct a final walk-through with your crew chief. Make sure windows are closed, closets, attics and sheds are empty, lights are off and doors are locked.

When you arrive

- Your North American International destination representative is available to assist you with the paperwork, guide you through Customs and provide an update on your shipment.
- After registering at your hotel and the nearest Consulate (if required), let your destination representative know where you can be reached.

Delivery day

- Be available to check off items on the inventory sheet as they're removed from the van/container.
- In the unlikely event of damage or discrepancy, note it on the inventory sheet and contact your North American International destination representative.
 - We will reassemble any items that were disassembled at origin. We'll also unpack as much or as little as you prefer.
 - Sort through packing materials and cartons to be sure small items aren't accidentally discarded.



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