

**TASK****NOTES****3-6 MONTHS OUT**

Request information on obtaining a visa, residency, and work permit (this can take months in some countries).

**10 WEEKS OUT**

Make sure your documents (passport, ID, driver's license) are in order.

Create a move schedule, marking the milestone events (like a project plan).

Start researching movers and obtain quotes from three FIDI/FAIM-certified companies.

**9 WEEKS OUT**

If you are moving with children, begin to look for a school with an international standard program to ease future transfers.

Start sorting your belongings by what you want to keep/move, sell, or donate.

**8 WEEKS OUT**

Begin changing your address, including periodicals, subscriptions, and the U.S. Postal Service.

Narrow down the moving company proposals and arrange for a pre-move, in-home survey.

**7 WEEKS OUT**

Gather family medical records and ensure that everyone has the proper vaccinations (including family pets).

**6 WEEKS OUT**

Make travel arrangements to your destination.

Notify your financial institutions about your move.

**4-5 WEEKS OUT**

Hold a garage sale, sell items online, or donate items you no longer want.

Check whether your appliances are fit to use at your destination.

Arrange for items that need to go into storage.

Have any high value items appraised.

Request floor plans of your residence at the destination.

**3 WEEKS OUT**

Contact utility companies and streaming subscriptions to have services terminated one day after your move.

**TASK****NOTES**

Make sure you have enough medication for two weeks after your move. If possible, get references for new doctors.

Contact an expatriate organization at your destination—they can help with settling in.

**2 WEEKS OUT**

Arrange for childcare or a pet sitter for moving day.

Start consuming perishables and food that will not be moved.

**1 WEEK OUT**

Make sure you have all passports, ID cards, birth certificates, etc., in one place. Keep the spare keys to your car there as well.

Label which items go where at the destination and clearly mark items for storage.

Pack necessary items for travel to the destination and for the first few days.

Obtain traveler's checks or currency for your new destination.

**1 DAY OUT**

Defrost and clean your refrigerator/freezer.

Know where your important documents are so they do not get packed.

Have some snacks and beverages handy for moving day.

**0 MOVING DAY**

Be present and provide specific instructions to the crew foreman.

Moving day is busy, try to keep children and pets from being underfoot.

Check and sign the inventory list.

Exchange contact information with the crew foreman.

Do a final walk-through to ensure you haven't forgotten anything.

**0 DELIVERY DAY**

Be present and guide the crew about placement of boxes and furniture.

The destination agent will arrange for customs clearance, however, you may need to go personally.

Check off each item off the inventory list.

In the unlikely event of damaged or missing items, contact the moving company about how to file a claim.