

Moving Checklist

Keep track of what you need to do, and when, with countdown to the big day!

4 Weeks Before the Move

Confirm the moving date <input type="checkbox"/>	Check passports, schools, doctors, etc and obtain any necessary certificates <input type="checkbox"/>	Make arrangements for the sale or shipment of your car, in line with the customs regulations of your new country <input type="checkbox"/>
Dispose of unwanted goods <input type="checkbox"/>	Reduce your frozen stock <input type="checkbox"/>	Apply for refund of remaining car road tax <input type="checkbox"/>
Obtain permits, if necessary <input type="checkbox"/>	Obtain vaccination and medical certificates for travelling pets <input type="checkbox"/>	

1 Week Before the Move

Provide your new contact details to Reloux <input type="checkbox"/>	Arrange for your children and pets to be looked after on moving day <input type="checkbox"/>	Complete the insurance proposal form <input type="checkbox"/>
Arrange for your mail to be forwarded <input type="checkbox"/>	Cancel all deliveries <input type="checkbox"/>	Arrange disassembly of fixtures, fittings, furnitures, etc <input type="checkbox"/>
Arrange for mains services to be disconnected and meters read <input type="checkbox"/>	Drain fuel from motor mowers, etc. <input type="checkbox"/>	Ensure you have handed to Team all customs, insurance and contact forms, fully completed <input type="checkbox"/>
Put to one side hazardous materials <input type="checkbox"/>	Inform your building manager or porter <input type="checkbox"/>	

1 Day Before the Move

Separate personal items that will travel with you, e.g. keys, documents, passports, tickets, currency, certificates <input type="checkbox"/>	Collect valuable items from safe deposit boxes (carry these with you!) <input type="checkbox"/>	Arrange with neighbours to leave sufficient space for parking of the moving vehicles, if necessary <input type="checkbox"/>
Defrost the fridge/freezer <input type="checkbox"/>	Give away perishable foodstuff or plants (Team can usually move plants within Europe) <input type="checkbox"/>	Ensure the washer/dryer are empty and disconnect them <input type="checkbox"/>
Separate items not to be shipped with 'Storage' or 'Don't Pack' labels <input type="checkbox"/>		

Moving Day!

Walk through your home with the crew leader and give him an overview (be sure to mention any special needs or instructions) <input type="checkbox"/>	Advise the crew of any items which you will need immediately at destination so that they can load them last, if possible <input type="checkbox"/>	Once packing is complete, and before the crew leaves, walk through your home and make sure nothing has been missed <input type="checkbox"/>
Call Team if you have questions the crew leader cannot answer! <input type="checkbox"/>		Sign the packing inventory list and keep a copy for your reference <input type="checkbox"/>