

International relocation checklist

There are many things to remember when relocating from one country to another. We have compiled this checklist to help ensure that nothing is overlooked in your relocation and moving process. We highly recommend that as you proceed with your relocation you utilize this checklist.

Visit the consulate of your new country of residence and inquire about:

- Visa requirements
- Work permit requirements
- Registration formalities
- Other necessary documents
- Customs duties
- Contraband list
- Pet requirements
- Vaccination requirements
- Suitable clothing available
- Taxes
- Housing availability
- Educational institutions
- Baby foods availability
- Publications to aid new residents
- Schools to obtain school records

Separate items you want to keep with you while travelling:

- Passport, photo copies and extra passport photos
- I.D.'S
- Birth certificates and photo copies
- Travel tickets
- Adoption papers and photo copies
- Cash and/or travelers checks
- Driver's licenses
- Medical and dental records
- Insurance records
- School records
- Bank records
- Marriage certificate and photo copies
- 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 jewelry

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 veterinarian to obtain necessary health certificates for pets
- Schools to obtain school records

Forward change of address notices to:

- Post office
- Magazines
- Insurance
- Creditors (charge accounts & national credit cards)
- Tax office

Discontinue the following services:

- Telephone
- Mobile phone
- Electricity
- Gas
- Water
- Newspaper
- Laundry pick up
- Dairy delivery

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
- Hazardous materials (paint, spray cans, oils, acids, etc.)

Inform your Santa Fe Representative 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

Change or update websites:

- Airlines
- Hotels
- Rental car companies
- Online subscriptions
- All other websites you are registered to

Prior to packing make sure to:

- Inform your building's management office about your moving date
- Turn on dehumidifiers and air conditioners at least three weeks prior to packing due to the humid climate
- Vacuum all carpets / rugs which are to be moved prior to packing
- Empty, clean and drain appliances, e.g. refrigerators, washing machines at least 2 days prior to packing
- Double check every room after packing to ensure that nothing has been left behind
- Place labels on all appropriate items (air, sea, storage, do not move, etc.)

After packing:

- Turn off appropriate lights and remaining electrical appliances
- Close and lock all doors and windows
- Check the mail box for any mail
- Leave the keys with the new tenant, landlord, owner or property agent

While this list is based on our many years of experience we know that each relocation is unique and there may be other items of importance to you. Please consider and note them below.

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