



Tips for your international move

UTS[®]
INTERNATIONAL

These handy packing tips and our checklist have arisen from various research and customer questions and are only general in nature and certainly not adapted to your specific situation. No rights can be derived from the contents of this brochure. We are happy to help you if you have questions about the entire removal process.

Do you want to pack everything yourself or do you let us take care of it?

If you want to move without worries, let us pack all your belongings. We ensure that everything is properly packed. Of course you can choose to (partially) pack your belongings yourself. But we strongly recommend to let our experienced team pack at least your fragile goods and furniture.

If you wish to pack your belongings yourself, we have some useful tips underneath.

Some useful tips if you are going to pack yourself

- Obtain plenty of moving boxes well in advance;
- Start packing once you have the moving boxes at home. There is less time than you think;
- Create a work schedule. Start in an area that is not used intensively (attic);
- Give the packed boxes a mark so that you know what is in the boxes and where they have to be delivered;
- Place the boxes in the room in such a way that the passage is not obstructed;
- Make a sketch of your furniture that you disassemble (if applicable). Indicate markings such as the left or right door. This prevents searching during editing. Do not leave keys in desks or cabinets. They can get lost;
- Keep your important papers in a fixed place so that you can be sure that they will not disappear in a box;
- Set your coffee maker apart with accessories. These can be placed in a box at the last moment. They are indispensable on the day of the move;
- If you have received labels and inventory lists in advance, you can already start labeling and filling in the lists. However, you ensure that only the boxes get a label. Also make sure that on the day of the relocation the other numbers and the lists are ready for our movers.



- Do not make the boxes too heavy, rather request extra boxes. The small size box may be filled with books entirely. Fill up the remaining spaces with some light items, such as pillows and tablecloths;

Ensure that all personal items that you wish to take with you on your travels, are in sight and on a safe place when you (or our packers) are packing. This way they are not accidentally packed.

The packaging materials

Note: Boxes are stacked, so make sure the top is flat.

- Place the removal box with the top down. First push the small and then the big flaps down. Stick a strip of tape over the seam first. When the box is filled, push the flaps down again. One strip of adhesive tape over the seam is sufficient.
- Wardrobe boxes for your hanging clothes. In case you have required them, these will be taken on the move day and must be unpacked immediately at your new address. You can store your folding clothes etc. in ordinary boxes;
- Use the small boxes for glass, pottery, books etc.;
- Use the big boxes for large light items such as toys, plastic bins, folding clothes etc.

Checklist

International moving is difficult. There are so many extra tasks you need to do to prepare to move that it's often difficult to keep track. In addition to everything else a regular move entails, there are many other things that are not day-to-day concerns. Moving to another country requires additional planning ahead — immigration documentation, health papers, taxes, among many other things — it's a long list. If you're moving overseas, having a checklist as a guide will help you through a complicated move.

90 Days before departure

- Book your air tickets and hotels if they are required.
- Inform your children's school that you will be moving abroad and ask for transfer certificates and any information which will be relevant when you move.
- Check quarantine requirements in your destination country and arrange pet relocation.
- Inquire about professional moving companies and ask for their survey possibilities.
- Create a folder with all hard copies and paperwork of the important documents and create a file on your computer for all of your saved files. Check the documentation requirements for the country you are moving to. Many countries require that official paperwork is certified before it can be accepted.
- Create a tax and finance folder with any information which can be claimed back on tax. If you are getting your expenses paid for you, put all receipts in this folder.
- Make sure you and your family have valid passports and visas; you will not be travelling anywhere without them.
- Find out about international driving licenses. Most countries will not accept your home country's license. If you can take the test before you leave, do so. It will save time and hassle when you arrive at your new destination.
- Find out if you, your family and your pets need to have any vaccinations and when you need to have them by. Book appointments at the doctors and vets and be sure to have an international vaccination record booklet.
- Print out change of address cards to hand to friends and family and let everyone important know about your departure and change of address-the post office, the magazines you subscribe to, credit card companies, family and friends.
- If you are renting out your house and do not have any tenants yet, contact local rental agencies for their help.
- Make a checklist of all packing boxes and what will go in each one.
- Start packing items which you do not need in the next three months such as ornaments, books, photos, jewellery and out of season clothes. Label all boxes.
- If you are selling your house, put it on the market.
- If your national driving license needs renewing, do so before you leave.

60 Days before departure

- Contact your international moving company to finalize a quotation.
- If you are selling anything such as a car or any household equipment, put everything on the market.
- Ask your doctors, vet and dentist for copies of yours, your families and your pets' medical records.
- Organise leaving parties for yourself and your children.
- Contact the post office to set up their mail re-routing service.
- Prepare a power of attorney. Make sure you have certified copies of all important documents ready to hand over to the person you will be leaving in charge of your affairs while you are away.
- Contact your bank and explain that you are moving abroad. If you already have your new address, give them this otherwise change the address to a friend or family member for the short-term. If they are unable to offer a global account you will need to find one that will.
- Set up direct debits with your bank for any bill payments which you will still be making while you are away. These can include: mortgage payments, loan repayments, pension schemes and savings.
- Find out what the local names and equivalents are for any prescription medication you or your family are on. Make sure that it will be available in your destination country. If not you will need to arrange to take a supply with you, together with proof of your need for the medication for customs and excise purposes.
- If you are renting out your house, get all minor repairs completed.
- Have a garage sale of all the things you want to sell.
- Organise the cancellation of all magazine and newspaper subscriptions or regular deliveries you receive on the day you will be leaving.
- Check all insurance policies and organise your visas if you need to.



30 days before departure

- Change your address on anything which requires it
- Make sure you have paid all outstanding bills. Leave a small amount of money with a friend or relative to settle any that you may have missed.
- Contact the various utilities departments and ask them to discontinue your supply of gas, electricity, water, cable TV and telephone or if you are renting your house out, change the name on the bills.
- Get all paperwork and information required for the shipping company.
- Organise the cancellation of your house insurance on the day you will be leaving.
- If you are renting your house out, make sure it is in good rental condition and make an inventory list of everything which will be left behind.
- Start to pack up the house, leaving the essentials that you need for the next month.
- Make sure everyone who needs it has your forwarding address.

Moving day

- Make sure you have left nothing behind in your house – check all cupboards and all rooms.
- Say your final goodbyes.
- Make sure you have the essentials in your suitcase. You will be living out of these cases for the immediate future until your shipment arrives.
- Verify all delivery plans with the company and go through the inventory list.
- Remember to savor the moment as you step on the plane, it is a very important milestone in your life afterall.

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