

Preparing for Your Move to Another Country

Relocating can be challenging and moving internationally is no exception. With decades of experience relocating thousands of families worldwide, Graebel has the expertise to make the process smoother. Use this comprehensive checklist as a guide for staying organized, adhering to timelines and preparing for life in your new location.

Your dedicated Graebel International Assignment Consultant is highly experienced in international relocations and is ready to assist you with any questions you have on specific details of your move.

The timelines provided on the following pages are to be used as a guide only.

8 Weeks or More Before Your Move

Create a digital (or physical) folder to keep all your moving records and receipts. If working with digital files, ensure all backups are stored in the cloud.

Validate all passports for you and your family members.

Ensure pet relocation has been arranged including quarantine and entry requirements through your appointed pet relocation company (if pet relocation is supported in your move policy).

Schedule your in-home or virtual survey date for your household goods move.

Notify your children's schools about your plans to move and request transcripts and transfer certificates.

Schedule any necessary vaccinations for you and your family.

Notify your landlord to terminate your lease, if you are leasing a property.

Complete any necessary repairs before putting your home on the market for sale, if selling a home.

Research host location norms via our **World Trade Resource** in globalCONNECT.

6 Weeks Before Your Move

Schedule your household goods moving dates to ensure availability.

Compile your family's medical and dental records, including a list of vaccines received and prescription medications.

Organize important documents such as birth certificates, insurance documents, naturalization papers and marriage certificates.

Determine driver's license requirements for the destination country.

Secure your children's school records.

Obtain translation of important documents into the destination language for school registration, opening a bank account, obtaining a driver's license, etc., if needed.

Notify your Graebel consultant if you plan to sell, discard or donate items not intended for storage or no longer needed by your family.

Make travel arrangements including air and temporary accommodation, upon visa approval.

Arrange pet transportation (if required) either when booking travel or with a pet carrier.



4 Weeks Before Your Move

Notify telephone, gas, cable, internet provider, electric and other utility companies about your service discontinuation date.

Discuss canceling or changing your homeowner's/ renter's insurance.

Cancel or redirect any deliveries such as groceries, magazine subscriptions or medications.

Arrange mail forwarding, if necessary.

Complete and return any required paperwork before your household goods packing date.

Reserve elevator or parking permits, if applicable.



1-2 Weeks Before Your Move

Set aside items you need readily available during travel and upon arrival (passports, IDs, tickets, medicines, important documents, etc.).

Gather and secure important documents such as birth certificates, stock certificates, school records, immunization records, family photos and tax records.

Create backup files for computers and laptops.

Contact your bank to close or transfer accounts.

Separate items to be transported by air and sea, and label accordingly.

Pack your luggage for the trip. Ensure you have enough belongings to meet your needs until the shipment of your remaining household items arrives.

Empty, clean and drain appliances (refrigerator, washing machine, etc.) at least two days before the packing date of your household goods.

Drain fuel and oil from power equipment if items are to be moved or placed into storage.

Inform your building or association's management office about your move date – reserve elevator, if applicable.

Vacuum all carpets/rugs before the first packing day.

Send change of address notices to insurance company, magazines, tax office, etc.

Obtain local currency for your destination country.

Purchase adapters and converters for your new country.

Confirm moving dates with your Graebel Consultant.



Moving Day

Plan to be at home for the entire duration of the packing of your household goods.

Make sure plane tickets, passports, immigration-required documents, valuables (including collections) and jewelry are properly secured in an area where they will not be misplaced.

Have cash on hand for last-minute incidentals.

Accompany the movers during your in-home walk-through to answer any queries.

Point out items of special concern to the moving crew's supervisor during the in-home walk-through or at any time during the packing and loading processes.

Check with moving crew to confirm their process for labeling and packing essential parts for beds, shelving and tables for easy re-assembly at destination.

Review your labeling system with movers if there are multiple shipments (air, sea, storage).

Check all rooms with moving crew's supervisor after loading (including attic, basement, closets, cabinets, garage, exterior and storage units) to verify that nothing has been overlooked.

Ensure you have your Graebel Consultant's contact information easily accessible for quick reference.

Verify with your Graebel Consultant the contact information for your destination, including the address of your temporary accommodation and all relevant contact numbers.

Close and lock all windows and doors.

Turn off lights. Ensure all utilities are turned off or set to an appropriate level (air conditioning, heat, etc.).