

Arrange Personal Affairs Checklist

“Taking care of business” before you leave the country includes important non-work tasks too. This checklist can help you get ready to go and make the most of your remaining time at home.

Renting Your Home

- ☐ If you plan to rent your home, make any needed repairs or upgrades so your home can be ready for renters.

Around the House

- ☐ Use up food in your pantry and freezer. At the grocery store, buy only what you need for a day or two of meals. It's good preparation for life in your new country, where your refrigerator may be much smaller.
- ☐ Give away houseplants to friends, relatives or a nursing home.

Family and Friends

- ☐ Spend time with loved ones you won't be seeing for long periods of time.

Health

- ☐ Get your annual physical and dental exams.
- ☐ Make sure your children are up to date on vaccines.
- ☐ Request copies of medical and dental records.



Packing

- ☐ Ask your relocation partner about planning resources they provide. Moving companies also have online checklists to help you prepare your home and belongings.
- ☐ Your moving coordinator can provide checklists and advice to help you prepare your home and belongings. International shipping restrictions may include boats, pianos, antiques, collectibles, guns, animals, alcohol and other items. Total shipment weight is also a factor. Review all the rules with your relocation partner.
- ☐ Consider keeping games, toys and DVDs on hand to keep children entertained while you are settling in.

Vehicles

- ☐ In many cases, you will not be able to ship your car. Emission requirements and safety standards differ greatly from country to country and can be very expensive to comply with. You may want to consider selling your car(s).

Mobile Phone Service

- ☐ Ask your provider if your phone will work on the network in your host country and if your service plan/fees will be the same.
- ☐ Look into alternatives, such as using a prepaid mobile phone and service in your host country.

Legal and Financial

- ☐ Make copies of important documents (passports, birth and marriage certificates, Social Security cards, driver's licenses, financial records, etc.) and leave them in a safe deposit box. Give a copy of the key to a trusted family member or financial advisor, and arrange with the bank for your "surrogate" to have access.
- ☐ Talk to your lawyer and make sure wills and trusts are current. Give copies to a trusted family member.
- ☐ Contact your bank and let them know about your move. Request a letter stating you are in good standing; this may help in getting credit in your host location.
- ☐ Alert credit card companies about your move. If they are international providers, they may issue you new cards. Otherwise, ask them about fees that may apply if you use your cards outside your home country.

Mail and Subscriptions

- ☐ Notify your postal service and fill out change-of-address forms.
- ☐ Send your new address to friends and family members.
- ☐ Cancel magazine and newspaper subscriptions.

