



Global Relocation Checklist for Expats

No.	Topic	Action	Status	Notes	Contact	Costs	Mobile	Name	E-Mail
01	Old apartment / house	cancel lease well in advance							
		create ad of apartment for the internet							
		arrange for final cleaning of apartment							
		washing machine and dryer needed in host?							
		other electrical equipment you might not need in host country							
		throw away stuff, clean out major chunk areas such as the basement, garage							
		arrange for minor repairs							
		renovation necessary, what are you obliged to do from a legal perspective?							
		electricity / gas / water							
02	organize relocation	write list of addresses							
		collect websites of companies you need to inform							
		cancel telephone / internet							
		cancel Radio / TV / cable / satellite							
		cancel parking spot/ garage							
		notifications of change of address for new papers / magazines							
		cancel subscriptions							
		cancel memberships							
		inform your local community (church, mosque and other places you go to regularly)							
		cancel gym membership							
		consult with moving company on location specifics and your specific needs							
03	Employer	resign from job							
		reference letter							
		update résumé							
04	School / Kindergarten	Inform them about leaving date							
05	Car	Keep or sell?							
		registration in foreign country							
		spare tires in garage or any other car parts you need to collect							



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06	city administration	notice of departure home - city							
07	tax consultant	implications of giving up residence in home / host							
		collect all documents for tax return							
08	insurance	cancel or put on hold health insurance in home/host country							
		arrange new health insurance in host/home country							
		registration social security							
		accident insurance							
09	bank	change online transfer orders							
		open new bank account in home/host country							
10	change addresses	inform bank / insurance							
		maintain an excel sheet of all your bank accounts, insurance numbers and important websites.							
11	private insurance	private liability insurance							
		household insurance							
		car insurance							
12	emergency contact sheet	name them, print a laminated card with your emergency contacts and important phone numbers							
		ASK your company for emergency services provider such as SOS and keep their phone number on laminated card too.							
13	health	visit of family/general doctor							
		visit of dentist							
14	Intercultural preparation & career coaching for spouse	One day intercultural preparation for host / home country							
		Demand career coaching for spouse							
		Demand coaching for teenage children							
15	Organizing the actual move	physical appointment with moving company for quote							
		basement cleaning							
		attic cleaning							
		order boxes / material for the move							
		customs documents							
		documents for the car							
		insurance for moving							
		clarify import regulations							
certification for customs									



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15	Organizing the actual move	take days off for packing (2 days recommended)							
		moving day							
		take days off for un-packing (2 days recommended)							
		book hotel for the first days or temp accomodation							
		Plan time to relax!!							
16	end cleaning	book cleaning company							
17	handover	ensure you have well-documented minutes of handover							
18	driver licence	notification of change							
19	flight / travel	book flights							
20	emergency process	in case of illness or death of family members							
21	farewell	Have your friends organize a farewell party (you have enough stress).							
		say good bye to your old home with a ceremony.							
		get SKYPE							
22	transition	write a diary of your experience							
		note all you have achieved in one day							
		take pictures of the boxes and the move							
23	destination services	registration in host country							
		register telephone/mobile/internet							
		new private mobile phone number							
		business cards							
		new contacts in XING/Linkedin / Facebook							
		hairdresser							
		beauty parlor							
		gym							
		gynaecologist							
		doctor							
		school							
get SKYPE									