

Trans
International
has designed
this convenient
checklist in
order to make
your relocation
as simple and
worry free as
possible.



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Visit our websites:
<http://www.transinternational.co.nz>
<http://www.trans-international.com.au>

“Whichever way
you look at it
Trans International
gives you **more**
of what you really
want...”

A Checklist of Things To Do For...

YOUR PERSONAL ARRANGEMENTS

- Return 'Insurance' and 'Confirmation Order' forms to Trans International.
- Confirm packing and uplift dates with Trans International.
- Passports and visas (for yourself and your family).
- Work permit (if required).
- Inoculations (for yourself, family and pets if required).
- Travel bookings completed.
- Travellers cheques.
- Overseas banking arrangements/funds transferred.
- Power of Attorney.
- Tax Return.
- Arrange personal and accident medical insurance.
- Arrange care and transportation for your pets. They hate moving more than humans, so they need special attention. Your Trans International consultant will assist.

REMEMBER TO ADVISE THESE ORGANISATIONS OF YOUR MOVE

- Gas and Electricity Authorities.
- Postal Services (Notify of redirection address).
- Telecom
- Water Supply Authorities.
- Your Bank/Building Society.
- Electoral Register.
- Insurance Companies.
- Hire Purchase companies and any stores where you have accounts.
- Schools/Clubs/Libraries.
- Your Doctor/Dentist (Obtain medical and dental records).
- Your landlord or agent if you're renting.

JUST BEFORE YOU MOVE

- Cancel all of your delivery services, such as newspaper/milk deliverers.
- Take all gas cylinders to be purged (Your Trans International consultant can assist).
- Empty fuel from mowers, lamps, fuel heaters etc.
- Remove all food from your refrigerator.
- Defrost refrigerator.
- Discard, sell or give away all unwanted items.
- Discard or give away all fuels, paints, hazardous and flammable items.
- Clean out your medicine cabinet and dispose of all unwanted drugs. (Your chemist can assist here. It is a lot safer).
- Remember to collect drycleaning or any goods you have being repaired.
- Go through the garage, shed, under the house, attic and sort out what you want to take.
- Ensure all travel and important documents are placed somewhere safe - so as not to be packed away by Trans International.
- Empty the vacuum cleaner and throw away the bag if disposable.
- Place all 'quarantine risk' items in one place to be packed together.
- Clean all outdoor garden tools, lawn mowers, weed eaters etc.
(High pressure clean if possible or scrub down with hot soapy water).