

5 - 6 WEEKS BEFORE YOUR MOVE

- Check that your passports and visas are valid.
- Check whether any permits are required, e.g. for residency, work, vehicles, firearms, and pets (check for quarantine requirements).
- Check your vaccination requirements.
- Check your travel documents and tickets.
- Collate all your personal documents, e.g. birth and marriage certificates and records.
- Apply and obtain your international drivers license.
- Cancel subscriptions to clubs, magazines and newspapers.
- Notify schools.
- Clear out the loft, garage and shed.
- Dry clean everything that won't be moving; clean items store better: rugs, draperies, comforters, blankets, coats, suits, woolens and silks.
- Have any repair work done: shoes, watches, appliances, clothes, stereos, etc.
- Arrange doctor's appointments for family physicals: update shots, obtain a 1 year supply of prescription medicine.
- Obtain the necessary permits for shipping original fine artwork (at the Museum of Fine Arts).
- Put your motor vehicles for sale.

3 - 4 WEEKS BEFORE YOUR MOVE

- Prepare the valuation for insurance and complete the Unipack insurance proposal form.
- Get appliances serviced as needed (check for voltage and frequency compatibility): washer and dryer, refrigerator, stove, dishwasher, microwave oven.
- Dispose of the items you don't want to ship; have a garage sale.
- Supply a contact number and / or address for after you have moved but before you leave the country (if appropriate).
- Supply your overseas contact address and phone number.
- Ask for final bills for gas, water, power and cable.
- Complete all outstanding credit agreements.
- Cancel all rental agreements.
- Run down stocks of food and drink.
- Confirm your removal date with Unipack.
- Notify change of address: post office, credit card companies, banks, creditors, debtors, stockbroker, attorney, and professional organizations.
- Obtain all school records, medical and dental records, eyeglass prescriptions, x-rays, pet's records, etc.

2 WEEKS BEFORE YOUR MOVE

- Clean garden tools, bicycles, etc.
- Arrange care for children and pets on moving day.
- Arrange for main services to be disconnected: phone, electricity, gas, water, cable television, trash services.
- Empty lockers at school and work.
- Return or retrieve any items on loan.
- Drain fuel from motor mowers and all other motors that you will ship.
- Dispose of plants and perishable food.

1 WEEK BEFORE YOUR MOVE

- Close out bank accounts or notify of direct or foreign deposits.
- Check if your bank can make wire transfer to new bank.
- Buy travelers checks.
- Pick up medications for travelers.
- Arrange transportation to airport.
- Arrange for house cleaning after packing is complete.
- Send back to Unipack all the shipment forms signed and completed.

1 - 2 DAYS BEFORE YOUR MOVE

- Separate all personal items which are to travel with you, e.g. keys, documents, passports, tickets, certificates, currency, clothing, medications, toiletries, maps, games, books.
- Confirm flight reservations.
- Disconnect, clean and dry any electrical appliances that you wish to ship.
- Defrost and clean refrigerator.
- Disconnect lights for shipment and make wiring safe.
- Dismantle furniture items as per Unipack schedule.
- Obtain the "Salvo conducto" (Safe conduct). This document must be requested and issued in a notary.
- Arrange with the neighbors or with building administrator to leave enough parking space for the removal vehicle.
- On moving day relax and let Unipack do the work.
- Remain on hand in case the packers have any questions.
- Check all rooms, cupboards and walls to make sure nothing is left behind.