



Marathon Moving, Co.  
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## **International Moving Checklist**

At Marathon Moving, we pride ourselves on helping you achieve a stress free relocation. We have found that being prepared for your move is the number one way to reduce stress. The easiest way to prepare is to know what you need to do and have a convenient list to check off completed tasks. Following is the checklist we have prepared for you to help you prepare for your move:

### **8 Weeks or more weeks prior to your move:**

- Is your company relocating you for work? If so you should verify what expenses and responsibilities are theirs and which are yours.
- Are you permanently relocating or will you be coming back after a year or two? If you are planning on moving back, you may find it less expensive to store most your items and rent a furnished apartment abroad till you return. You should contact a realtor in your destination city to find out the cost differential from furnished to unfurnished and contact movers for estimates on storage charges and cost difference between shipping just essential items and your entire household.
- Track the expenses you do pay for, many moving expenses are tax deductible. You should contact your company's tax department or your accountant to verify which expenses can be deducted.
- Create a valued inventory for all your possessions being shipped. You will need this for insuring your shipment and for declaration purposes with customs. Download an excel worksheet for your valued inventory from our website. Don't forget to keep a valued inventory for what is to be donated to charitable organizations. You should keep the list of donated items and value for your tax records.
- Make sure your passports are valid and have at least 12 months remaining before they expire.
- Check whether any permits are required, e.g. for residency, work, vehicles or firearms.

### **5-8 Weeks prior to your move:**

- Are you moving to a country where vaccinations are required? Check to see which vaccinations are required and contact your physician and/or children's pediatrician to arrange for them.
- Organize all your personal documents and keep photocopies in a safety deposit box or fire proof file box.

#### **Personal Records Checklist**

- |              |               |                     |
|--------------|---------------|---------------------|
| 1. Birth     | 2. Dental     | 3. School           |
| 4. Medical   | 5. Baptism    | 6. Marriage         |
| 7. Bank      | 8. Visas      | 9. Work             |
| 10. Passport | 11. Insurance | 12. Driving License |

- Notify your lawyer, bank, doctor, dentist, insurance company, building management, schools and Department of Social Security. Obtain copies of your personal records from the above and keep with your other personal documents.
- Cancel subscriptions to clubs, online memberships(Netflix, Boston.com) magazines and journals.
- Keep copies of receipts or invoices for all new purchases (for customs import formalities).
- Begin to organize items to ship by clearing out your loft, attic, garage and shed of all items to be donated or disposed of.
- Contact the Chamber of Commerce, tourism bureaus or go online and subscribe to the local paper in your new community to familiarize yourself with your new location, local government, community and social news and activities.

### **3-4 Weeks prior to your move:**

- Discuss your insurance needs with your move consultant and complete your insurance valuation form.
- Go to [www.usps.com](http://www.usps.com) and complete a change of address form.

#### **Main Checklist for address change:**

1. Schools
  2. Financial Institutions
  3. Tax Offices (City, State, Federal)
  4. Registry of Motor Vehicle
  5. Credit Cards
  6. Insurance(Home, Health, Vehicle, Life)
  7. Voter Registration
  8. Social Security Dept
- Schedule final account readings for gas, water, electricity, telephone and cable TV (but remember to keep phone and utilities connected at your current home on moving day). You should also provide your mover with a cell phone number and email address at which you can be reached while your goods are in transit.
  - Cancel all rental agreements.
  - Start to use up stocks of food and drink.
  - Confirm your travel documents and tickets are correct.
  - Arrange special transportation for your pets and plants.
  - Arrange to close accounts at your local bank and open accounts in your new location

### **1-2 Weeks prior to your move:**

- If you're moving out of or into a building with elevators or loading docks, contact the building management to schedule use.
- Confirm your moving date with your move consultant.
- Clean any garden tools, bicycles, outdoor equipment etc. All of these items will need to be clean in order to insure no moths or insects are in your shipment.
- Arrange care for children and pets on moving day.
- Close accounts with any regular deliveries such as your newspaper or milkman.
- Empty lockers at school and work.
- Drain fuel from power equipment (motor mowers etc).
- Give away plants and perishable food.
- Take pets to the vet for any necessary immunizations and get copies of your pet's veterinary records.
- Obtain parking permits for moving van if necessary.

### **4-7 days prior to your move:**

- Separate all personal items which you will be traveling with you, e.g. keys, documents, passports, tickets, certificates, money, clothing, etc.
- Disconnect, clean and dry any electrical appliances that you wish to ship.
- If you are splitting air and ocean freight, identify the air freight items and clearly label.

### **2-3 days prior to your move:**

- Defrost your fridge and freezer if shipping.
- Pack a box of personal items that will be needed immediately at your new home. Have this box loaded last or carry it with you.
- Contact your Marathon Moving consultant to confirm the arrival time of the moving van, as well as to notify your mover of any last minute details or changes.

**Moving Day:**

- On moving day, relax and let Marathon Moving do the work!
- Remain on hand in case the packers/loaders have any questions.
- Be sure to check all rooms, cupboards and walls to make sure nothing is left behind.
- Record all utility meter readings (gas, electric, water).
- Remember to review, sign and get a copy of the inventory of goods moved.

**Questions? Need more help?**

Please feel free to contact one of our customer service representatives by phone, fax, or email.

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