

CHECKLIST

International moving with AGS KHZ

General

This list is an overview of the necessary documents and items that need to be arranged in case of an international move. Before departure, you can use it to do one last check if you have all the documents with you, so that you can start your trip care free.

Preparing for a move

- Request a quote from AGS KHZ
- Obtain information about the moving allowance from your employer
- Sell current residence
- Buy new residence
- Give notice to terminate tenancy at old address
- Rent a new residence
- Inform about possible housing subsidies
- Transfer phone / internet and TV
- Inform children's school
- Make arrangements with the new residents of the old residence
- Make arrangements with previous residents of the new residence
- Request moving leave from employer
- Take measurements in your new residence
- Cancel domestic help
- Arrange PostNL change-of-address service
- Start cleaning up
- Information about schools, childcare, public transport, waste disposal, municipal regulations
- Sign up children at new school
- Arrange or have someone arrange visas, emigration / immigration
- Passports / ID cards / driving licences (check validity)
- Arrange vaccinations
- Travel documents / travel insurance
- Book flights
- Arrange pet transport
- Pet health certificates and vaccination certificates
- International vaccination booklet (e.g., remember to check official pre-departure vaccination periods)
- Deregister at municipality and/or Aliens Police
- Extract from the population register
- Marriage certificate

- Health certificate (letter) from GP with details of you and your family
- Other medical records (dentist, specialists)
- Employment contract or employer's statement present/future employer (often necessary at destination when importing goods)
- Original diplomas (degree certificates with certified translations) (make copies and send separately from originals)
- For school-age children, school director's statement concerning type of education, classes attended and results achieved
- Church documents (baptism certificates, etc.)
- Address book
- Additional passport photos
- Keys and spare keys

>1 month before your move

Cancel / give notice:

- Rental and lease agreements
- Maintenance contracts
- Insurances
- Library membership
- Club memberships
- Telephone connection
- Subscriptions to newspapers / magazines

Close / cancel:

- Bank account(s)
- Savings account(s)
- Direct debits
- Authorisations to third parties

4-2 weeks before your move

- Inform insurers about move
- Arrange for electric, gas and water to be shut off at the old residence
- Arrange for electric, gas and water to be switched on/connected at the new residence
- Arrange temporary or long-term storage (can be done via AGS KHZ)
- Check / set up address database for family, friends and other contacts such as GP, previous municipality, schools, bank, civil-law notary
- Make a list of whom you want to inform about your departure
- Arrange to have gas, water and electricity meters read after your move and switched off
- Backup computer and carry in hand luggage (portable hard disk)
- If you have a vehicle arrange a certificate of deregistration from the RDW

1 week before your move

- Clean new residence
- Removing fixed lamps (can be done via AGS KHZ)

- Take down curtains (except in bedrooms)
- Inform suppliers
- Start packing / giving away / getting rid of things (can be done via AGS KHZ)
- Arrange bulky waste removal
- Buy meals for packing and moving day
- Buy food for new residence
- Empty and clean household rubbish containers of old residence. Also leave the rubbish collection calendar behind
- Take the content of chemical waste box to a dedicated depot

48 hours before your move

- Defrost, clean and dry fridge
- Defrost, clean and dry freezer
- Lock the drum protection of washing machine
- Take out clock pendulum
- Reserve parking spaces for removal van by parking your own car and those of your neighbours in free parking areas (unless a parking permit has been requested by AGS KHZ)

Moving day

- Store keys, jewellery, cash and debit cards in hand luggage
- Check residence for anything left behind or forgotten
- Record meter readings
- Switch off gas and electricity if necessary, or have someone do it
- Drain water pipe in winter (even when not freezing)
- Close windows and doors
- Drop off old residence keys
- Say goodbye to neighbours

What you need to have on you when you leave

- » Inventory list
- » Shipping details
- » Contact details of AGS KHZ and partner abroad

You will receive the above items from AGS KHZ

After arrival in your new residence

- Have everything put in the right place as much as possible
- Immediately check all unpacked items for possible damage
- Make one room habitable as soon as possible
- Have AGS KHZ hang bedroom curtains (Handyman service)
- Let refrigerator and freezer acclimatise for 1 day
- Remove drum protection washing machine

After your move

- Make arrangements for collecting empty moving boxes
- Enjoy your new residence!