

Moving checklist





After the decision to move

- ☐ End the tenancy / sell property
- ☐ Plan your move
- ☐ Request a quotation at a moving company
- ☐ Decide whether storage is a solution for you and then arrange location
Tip: compare self-storage and household storage at your moving company
- ☐ Check possibilities of reimbursement (e.g. relocation allowance from your employer)
- ☐ Arrange some days off for your move
- ☐ Make arrangements with the former residents regarding taking over certain things
- ☐ Look around the new neighbourhood with your family
- ☐ Get informed by your new municipality about matters like school, family care, the system of the collection of household waste, etc.
- ☐ Register the children at a school

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Check possibilities of reimbursement, for example relocation allowance from your employer.



Who to inform?

- ☐ Family members
- ☐ Friends and acquaintances
- ☐ Domestic staff and/or babysitter
- ☐ Neighbours
- ☐ Employers and co-workers
- ☐ (Business) relations
- ☐ Municipalities
- ☐ General practitioner, dentist, specialist
- ☐ Veterinarian (notice your chipped pet)
- ☐ Window cleaner
- ☐ Chimney sweeper
- ☐ Piano tuner
- ☐ Health insurance
- ☐ Cross association
- ☐ Religious community
- ☐ Notary
- ☐ Bank
- ☐ Insurance companies
- ☐ Insurance brokers
- ☐ Garage / car dealer
- ☐ Associations
- ☐ Swimming pool
- ☐ Labour union
- ☐ School and education
- ☐ Postal services
- ☐ Newspapers
- ☐ Weekly magazines
- ☐ Magazines
- ☐ Book club
- ☐ TV guide
- ☐ Tax authorities
- ☐ Central Office of Motor Vehicle Tax
- ☐ Savings program (like Air miles)
- ☐ Fitness club
- ☐ DUO (if you're a student)
- ☐ Chamber of Commerce (if you own a company)
- ☐ Post office box
- ☐ Terminate the existing energy contract (gas, water & electricity). A good moment to conclude a new contract
- ☐ The ideal moment to compare internet, phone and television subscriptions. Perhaps it can be cheaper or perhaps your new home is connected to the fiber optic network
- ☐ Social media
- ☐ Postal services for relocation services or to forward your mail



The new home

Before you move, it can be useful to know a few things about your new home. Feel free to check what can be relevant to you.

- ☐ Measurements of the rooms and other spaces
- ☐ Height and width of all windows
- ☐ Possibilities to attach blinds
- ☐ The space available for the refrigerator
- ☐ The space available for the stove
- ☐ Where to install the central antenna system and the distance to where you want to put the TV and the radio
- ☐ The number and locations of power/electrical outlets
- ☐ Regulations of the land lord
- ☐ When does the municipal cleansing department come along?
- ☐ Is there a connection to the gas network?
- ☐ Is there a connection to district heating?
- ☐ When was the chimney last swept?
- ☐ Is there a special connection for cooking electrical?
- ☐ Is keeping pets in your new home allowed?
- ☐ Make spare keys

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Is there a connection to district heating? Is keeping pets in your new home allowed?



4-8 weeks before the move

- ☐ At a suitable moment, explain to your friends and family why you want to move
- ☐ Figure out which items you no longer need and which you can abandon. Take some time for it: saying goodbye to personal belongings can sometimes take a long time/ a while
- ☐ Organize a garage sale for friends and the neighbourhood
- ☐ Check possibilities to give away unnecessary things
Think of thrift shops or charities. They will pick it up for free
- ☐ Clear the attic, garage or basement as soon as possible
- ☐ Plan the moments to bring items to the garbage disposal carefully; rent a van or trailer. It is wise not to do this on a Saturday: there are often traffic jams around those areas
- ☐ Involve the school of the children: for both the practical (how do we deal with saying goodbye) as the formal part (make sure you receive the necessary copies of school reports and certificates for the new school)
- ☐ Make sure all passports are still valid and, if necessary, your visa has been taken care of
- ☐ Check whether you need an international driver's license
- ☐ End your telephone contract and ask for a closing account
- ☐ Inform your doctor, dentist and notary about your forthcoming move
- ☐ Consult with your bank so the move of your account will run smoothly
- ☐ If you have pets, consult with your moving company about quarantine requirements
- ☐ Make sure you have copies of your veterinarian's reports
- ☐ Resign from contracts and cancel subscriptions
- ☐ Ask friends and family for help with preparing, moving and cleaning



The days before the moving day

- ☐ If necessary, arrange sufficient parking space for the move with your neighbours
- ☐ Provide a tidy 'route' to and from the house
- ☐ Arrange babysitting / day care or someone who takes care of your children and/or boarding for your pets
- ☐ Arrange food and drinks for the day of the moving day
- ☐ Make sure you have enough cash
- ☐ Empty and clean your refrigerator and freezer
- ☐ Disassemble your furniture in time
- ☐ Dismantle fixed lamps
- ☐ Remove curtains (except for the bedrooms 🙄)
- ☐ Notify newspaper deliverer
- ☐ Packing
- ☐ Clean your new house

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Make coffee and provide a tidy 'route' to and from the house.



The day of the moving

- ☐ Make coffee
- ☐ Bring children and pets to the place where they'll stay over
 - Pack a 'survival kit', with all the small items you need when you arrive
- ☐ Inform the foreman about 'special' items
- ☐ Divide all your keys in two sets: one set you'll take with you and one you'll leave behind
 - Labelling will make this important task easier
- ☐ Packing your last moving boxes
- ☐ Remove the last curtains
- ☐ Keep passport, driver's license and possibly other important items such as handbag, jacket separate. Better still to keep this in a separate room and to indicate to the movers that it may NOT be packed.
- ☐ Keep medical papers separate
- ☐ Keep spare fuses for electricity separate
- ☐ Check all areas for forgotten items
- ☐ Take meter readings, shut off gas and electricity
- ☐ Drain water pipes during winter (even if it is not freezing)
- ☐ Close all doors and windows properly
- ☐ Give the key to the landlord
- ☐ Arrange someone who keeps an eye on things

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Divide all your keys in two sets: one set you'll take with you and one you'll leave behind.



After the move

- ☐ Remove curtains and other hanging items
- ☐ Check all areas for forgotten items
- ☐ 'Mark' new rooms
- ☐ Put everything in the right place as much as possible
- ☐ Hang bedroom curtains
- ☐ Give the refrigerator and freezer a rest before connecting them again.
- ☐ Pick up your children and pets
- ☐ Screw the nameplate on the door
- ☐ Register at the municipality
- ☐ Meet the school, neighbours and the rest of the neighbourhood
- ☐ Check whether the mail is being redirected
- ☐ Arrange a new direct debit

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Give the refrigerator and freezer a rest before connecting them again.



Are all documents in order?

Extremely important when moving internationally is to check whether all required documents are in order. If they are not, have them corrected or extended in time. Special attention is required for your passport and driver's license.

Fraud is often committed with diplomas nowadays. For this reason, companies abroad are sometimes reluctant to accept diplomas that haven't been certified. Contact the proper authorities to have your diploma certified.

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Why did De Haan write this e-book? Because we realize that we are eventually moving people, and not just property. We experience daily that an (international) move is one of the most important and stressful events in a lifetime. We hereby offer help by sharing our knowledge and experience. For a smooth moving process, less stress, lower costs, and an good move of your valuable properties, so you can quickly feel at home again. That is our ambition!

About De Haan relocation

De Haan is established in 1777. The organisation provides relocation services worldwide. In the course of the years already for 500.000 customers. De Haan is part of FIDI and has a worldwide network of over 1300 partners. The organisation is certified according to the highest standards, like ISO 9001, ISO 27001, ISO 14001, AEO and FAIM. De Haan has around 100 employees in 2020.



De Haan

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