

# RELOCATION CHECKLIST

## OUR MOVING ABROAD CHECKLIST AND TIPS FOR RELOCATING EMPLOYEES



### KENT'S INTERNATIONAL RELOCATION CHECKLIST, COMPLETE WITH OUR BEST TIPS FOR RELOCATING OVERSEAS

This moving abroad checklist has been prepared to assist you in a successful, stress-free relocation. Trusted with over 30,000 successful moves each year, Kent knows all too well the stresses and challenges of relocating overseas, and we would like to share our vast experience with you.

Keep in mind, this is a general relocating overseas checklist only, and you must also manage the requirements specific to your personal circumstances. For further information on any aspect of your relocation, contact your Kent Client Services Coordinator who will be happy to assist.

#### GENERAL TIPS FOR RELOCATING OVERSEAS

- Stay in close contact with your Kent Client Services Coordinator
- Prior to your tax briefing, complete all required questionnaires, compile any supporting documentation and return to your Kent Client Services Coordinator
- Before you travel, try to familiarise yourself with background information on your new home (check whether your employer has arranged an **orientation visit** and **cultural or language training** with Kent's specialists before you leave), including:
  - > Cultural differences, including appropriate clothing, climate, foods, and customs
  - > The local community, social networks, shopping centres and medical support
  - > School and housing options.
- Visit the Department of Foreign Affairs website ([www.dfat.gov.au](http://www.dfat.gov.au)) to familiarise yourself with the security status of your host location.

#### IMPORTANT DOCUMENTS

- Notify the following of your departure and change of address: 
  - > Accountant
  - > Bank(s)
  - > Doctor
  - > Lease companies
  - > Private health insurance
  - > Post office
  - > Motor vehicle register
  - > Taxation office
  - > Solicitor
  - > Dentist
  - > Utility providers
  - > Insurance companies (general)
  - > Superannuation fund
  - > Local council
  - > Schools and universities
  - > Australian Electoral Commission.
- Consider granting power of attorney to someone you trust in your absence
- Ensure you have copies of important documents, and leave the originals in a safe place: 
  - > Insurance policies (life, accident, medical, home and contents)
  - > Birth certificates
  - > Drivers licence
  - > Bank account details
  - > Will.
  - > Marriage certificate
  - > Passport
  - > Prescriptions

- When you arrive at your host location, register with your embassy, and check whether you need to register with the local police.

#### VISA AND IMMIGRATION

- An important part of this international relocation checklist is collating all documentation to commence visa and work permit applications. (If your employer has arranged specialist **visa and immigration services**, speak to your Kent Client Services Coordinator for further information): 
  - > Birth certificates
  - > Academic records
  - > Photographs
  - > Passports (ensure they are current and will not expire during your relocation).
  - > Marriage certificates
  - > Police clearance reports
- If required, undertake a medical examination. Keep a copy of the report
- Check if other documents are required
- Complete all visa and work permit application forms, and lodge these applications.

#### MOVING

- A top priority on this relocation checklist is to book and confirm all airline tickets and other travel arrangements as soon as possible
- Complete an inventory of the belongings you wish to take overseas, to ascertain exact volumes and specific requirements. Your Kent Client Services Coordinator can assist with this
- Decide which items you need to take with you, and those that should be **securely stored with Kent**
- Confirm the packing and move dates with your Kent Client Services Coordinator
- Complete and return all insurance documents to your Kent Client Services Coordinator
- Decide on, and pack, the items you will take with you on the plane (your Kent Client Services Coordinator will advise the transit times for sea and air freight to assist)



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For more relocation checklists, tips and guides visit:

[KentRelocationServices.com.au/relocation-checklists-tips-guides](http://KentRelocationServices.com.au/relocation-checklists-tips-guides)



- Do not pack documentation, including passports or visa documents, medication, jewellery and other essentials (such as children's special toys), take these with you on the plane
- If you are relocating a pet:
  - > Ensure all veterinary, quarantine requirements and paperwork are complete
  - > Make arrangements for pet accommodation during packing and pick-up.
- If taking electrical items, check their compatibility with your new destination (connections, voltage, and amperage vary between countries)
- Follow all the relocation tips included in:
  - > Kent's [Moving Do's and Don'ts Checklist](#)
  - > Kent's [Moving House Packing Tips](#)
  - > Kent's [End of Lease Cleaning Checklist](#).



### BANKING

- Advise your bank of your move and make arrangements for any continued banking requirements
- Confirm whether your existing bank has branches in your host location, and whether these can fully provide all your banking requirements
- Check that your bank/credit cards can be used at your host location
- Try to obtain some local currency to take with you, so you have cash at hand on arrival. Or, organise local currency that can be accessed immediately upon arrival
- If you have a safe deposit box, confirm its contents, and consider leaving a key with a responsible party
- Consider opening a new bank account in the host location with a local bank
- Provide your bank details to your employers HR department
- Organise documentation so you can provide evidence of a good credit rating for credit card or loan applications in your host location
- Ensure your taxes are up-to-date
- Ensure all outstanding bills are paid or covered, you do not want your credit rating affected because you forgot to pay an account.

### HOME SEARCH

- Decide what you will do with your home (e.g., sell, rent or leave vacant) and action accordingly
- If you are breaking your lease, notify your landlord or real estate agent in writing

- Cancel your electricity, gas, water, telephone, broadband, Foxtel, and others
- Cancel all home deliveries and subscriptions
- Pay your final bills including council rates
- Re-direct your mail for at least 3 months after your move
- Investigate potential housing in your new host location (if your employer has arranged **home search services**, Kent's real estate division will manage and guide you through this process):
  - > Organise inspections of potential properties in your new host location
  - > Organise temporary housing until your belongings arrive, and you have found a permanent residence.

### SCHOOL SEARCH AND EDUCATION

- Short-list schools and universities for children at your new destination. (If your employer has arranged Kent's **school search program**, we can assist in locating and selecting the right school for them)
- Compile copies of your children's school or university reports, and make sure they are readily available (take them on the plane with you)
- Undertake any assessments required for the new school (to ensure your children are appropriately placed in the new education system)
- Organise meetings and tours of potential schools and universities for when you first arrive
- Notify your children's school of your departure dates
- If you plan on returning them to the same school or university upon repatriation, fulfil all necessary requirements.

### CARS AND DRIVERS' LICENCES

- Decide what you will do with your vehicle (sell or place in storage), and action accordingly
- Confirm the drivers' licence regulations in your host location, and obtain an international drivers' licence before you depart
- Determine and organise your transportation needs in your host location
- Obtain a letter from your car insurer detailing your current cover and no claim bonus.

### MEDICAL REQUIREMENTS

- Have a check-up for all in your family with your doctor and dentist
- Request copies of your family's records from your medical practitioners
- If required, receive all inoculations and vaccinations
- Ensure your children's routine vaccinations are up-to-date
- Compile a list of all your medications and prescriptions
- Arrange for additional prescription medication in case of delays or inability to fill, and confirm alternative medication in case of an emergency
- Assemble and pack a first aid kit.



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