

Export Checklist



5-6 weeks before

- Check that your passports and visas are valid.
- Check whether any permits are required, e.g. for residency, work, vehicles or firearms.
- Check vaccination requirements.
- Check your travel documents and tickets.
- Collect all your personal documents, e.g. birth and marriage certificates and medical records.
- Advise your attorney, bank, doctor, dentist, insurance company, building society and DSS.
- Cancel subscriptions to clubs and magazines.
- Notify schools.
- Obtain invoices for new purchases (for customs import formalities).
- Clear out the attic, garage and shed.

3 - 4 weeks before

- Prepare a valuation for insurance and complete the S & K 2000, Inc. insurance proposal form.
- Dispose of the items you don't want to ship.
- 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.
- Check with S & K 2000, Inc. about obtaining a tax refund on new purchases.
- Ask for final accounts for gas, water and electricity.
- Complete all outstanding credit agreements.
- Cancel all rental agreements.
- Run down stocks of food and drink.
- Confirm your move date with S & K 2000, Inc.

1 - 2 weeks before

- Arrange for mail to be forwarded.
- Clean garden tools, bicycles, etc.
- Arrange care for children and pets on moving day.
- Arrange for mains services to be disconnected.
- Cancel newspaper subscription
- Empty lockers at school and work.
- Return or retrieve any items on loan.
- Drain fuel from motor mowers.
- Dispose of plants and perishable food.

1 - 2 days before

- Separate all personal items which are to travel with you, e.g. keys, documents, passports, tickets, certificates, currency, clothing, etc.
- Disconnect, clean and dry any electrical appliances that you wish to ship.
- Disconnect lights for shipment and make wiring safe.
- Dismantle furniture items as per the S & K 2000, Inc. schedule.
- Arrange with neighbors to leave sufficient parking space for the removal vehicle. On moving day relax and let S & K 2000, Inc. 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.