



your moving checklist

The Planes international moving checklist, compiled by our team of move pros, will help prep you for your international relocation. Follow this helpful timeline with moving tips to get organized and minimize stress before the big day.

first up?

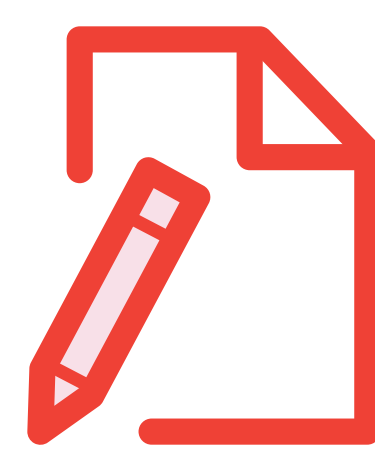
- ☐ Contact [Planes Global Moving Services](#), start the process for obtaining moving estimates, and set a date for a virtual or in-home survey. This will allow us to properly estimate the weight and cost of your upcoming move and begin to create a move plan that aligns with your needs and budget. When comparing estimates, be sure to understand what is included to ensure that you are comparing apples to apples. If your move is a corporate relocation, share your company's moving policy with your Planes Global Moving Services Move Coordinator so that they can provide you with an accurate estimate and give you tips on how to obtain estimates that meet your company's policies.

4-12 weeks before moving day

- ☐ Begin clearing clutter from your home. Start with closets, the garage, the basement, and the attic.
- ☐ Get rid of everything you don't want moved. Host a "garage sale" or use an online auction service to dispose of unwanted items. Donate unwanted clothing or household goods to charitable organizations.
- ☐ Contact the U.S. embassy at destination to understand what items are needed for immigration authorities. For example, you will want to ask what you need to apply for a country VISA and what the timeline for that process looks like, and you will then need to gather change of residency documents. If you are working in our destination country, you will also want to ask about work authorizations.
- ☐ Moving a car, motorcycle, or boat? Typically, the original title will be required, with a bank loan/lien on the vehicle closed out before it can be exported. Be sure to speak with your Move Coordinator about specific country regulations. Now would be a good time to understand those requirements.
- ☐ Moving a firearm? Exporting a firearm out of the United States requires an export license issued and in accordance with the ATF regulations promulgated thereunder. Without a license in hand, your shipment will be delayed, resulting in significant additional costs. To find out more, visit the [ATF Bureau of Alcohol, Tobacco, Firearms and Explosives](#). Your Planes Global Moving Services Move Coordinator can also walk you through that process.
- ☐ Confirm your moving service by signing the estimate and return it to us. Once the estimate is signed and a tentative move date has been scheduled, a detailed move outline email will be sent to you.
- ☐ To fulfill Homeland Security regulations, be sure that your moving company has included all packing materials, completed a detailed inventory of your goods being moved, and presented you with all relevant paperwork for customs purposes.
- ☐ Consider protection coverage for the duration of your move. Your Planes Global Moving Services Move Coordinator can review coverage options with you.
- ☐ If you are traveling under a U.S. passport, apply for an EIN (Employee Identifying number). This EIN number is required to export personal effects and household goods out of the United States.

1-4 weeks before moving day

- ☐ Use up supplies of canned goods, frozen foods, and other household items, and begin to inventory items that you can/cannot bring with you to your new home. A general list of items that shouldn't be included in an international move can be found [here](#). Your Planes Global Moving Services Move Coordinator can give you more information on guidelines specific to your destination country.



your moving checklist

1-4 weeks before moving day (continued)

- ☐ At this point, your Planes Global Moving Services Move Coordinator is arranging overseas freight, so please inform us of any adjustments that need to be made to your move plan.
- ☐ Now is also a good time to begin saying your goodbyes. Host going-away parties for you and your family!

days before

- ☐ Cancel subscriptions, cable and utilities, lawn maintenance, and any other services.
- ☐ Take final inventory of items you wish us to pack, remembering that moving companies are not allowed to transport anything toxic, perishable, or combustible.
- ☐ Collect things you definitely want packed together and group them. Drain all fluids from hoses, lawnmowers, propane tanks, etc.
- ☐ If taking your fridge/freezer, it is recommended that the doors be left open for 24 prior to moving to avoid mold.
- ☐ Wait to pack your cleaning supplies until you've done your last cleanup—especially if you have a security deposit.. Don't forget to clean the oven!
- ☐ Pack an essentials grab bag with toothbrushes, chargers, medicines, paper towels, toilet paper, coffeemaker, paper plates/cups, and plastic ware.

moving day

- ☐ As part of your move, we disassemble standard beds and furniture. Any specialized services will have been arranged as highlighted in your agreement. Be sure to go over these details with your Move Coordinator the day before your move begins. If not pre-arranged by Planes Global Moving Services, secure designated parking as close to your house or apartment as possible.
- ☐ Check closets, cabinets, drawers, and any other storage spaces for overlooked items. Also, keep in mind that we can't go into attics or crawl spaces.
- ☐ When your Planes Global Moving Services team arrives, ask any questions you may have before they begin. Also, please show them which bathrooms they can use.
- ☐ Remain close by until all packing and loading is complete. An inventory will be emailed to you. Make sure to look it over to check for accuracy.
- ☐ Please sign necessary paperwork upon completion of the packing and loading (Inventory Forms and Bill of Lading). Confirm your destination address and your contact information with your Move Coordinator

2-5 days after moving day

- ☐ Your Move Coordinator will contact you again to finalize charges, routings, dates of departure and arrival, and any last-minute questions you may have before your shipment leaves the country. Be sure to review costs to confirm that they align with your original estimate.
- ☐ Your Move Coordinator will let you know once your shipment has been loaded on to the vessel or airplane.



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2-5 days after move day (continued)

- ☐ Be available by email and phone at least 2 weeks prior to your shipment arriving at the destination port. Once our partner agent begins the customs clearance process, we may need to speak with you in order to make sure that all documents are in place. If you are going on vacation ahead of arriving in your destination country and you cannot be reached, be sure to leave alternative contact information (a close friend or family member) who can speak on your behalf during your absence.
 - ☐ Once customs clearance has occurred in your new country, delivery arrangements will be made. At this point, you will need to confirm your delivery address, delivery conditions, and any special needs that might affect delivery.
 - ☐ Be available to accept delivery or authorize an adult to accept delivery and pay any charges for you.
 - ☐ When unloading, be ready to give direction as to where each piece of furniture will be placed, including laying rugs and setting up any beds that were disassembled.
 - ☐ Check your household goods as they are unloaded. Note discrepancies on the inventory sheet before signing. Keep all documents pertaining to your move in a safe place for tax filing purposes.
 - ☐ Check for property damage before the Planes delivery team departs. Note any damage that might have occurred during transit. Contact your Move Coordinator so that a claim can be filed.
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after your move

- ☐ Clear as much clutter as possible by getting rid of empty boxes and condensing half-unpacked boxes.
- ☐ If you did not have the boxes removed on delivery day, feel free to schedule a debris removal service with your Move Coordinator. For a small additional charge, our team can break down empty boxes, condense packing paper, and more.
- ☐ Once settled into your new home, take a few moments to reflect on your experience, and provide feedback.
- ☐ **Tell us how we did!** We welcome your honest feedback. Our goal is to improve our process and ensure that our future customers have the best possible experience. Your feedback also allows us an opportunity to recognize personnel who have gone above and beyond and gives us an opportunity to learn about areas where we can provide an improved experience. Perhaps leave us a review on Google as well!
- ☐ Once you have settled in to your new home, nothing makes us happier than to see our clients outside of their new homes or in their new city! We enjoy sharing those pictures on this website (only with your written permission). This page is dedicated to our customers that have moved all around the world.