

# MOVING CHECKLIST

## 6 to 12 Months Before Departure

- Set up a moving calendar. If moving with a family, post your calendar somewhere so everyone can see it.
- Start a relocation budget spreadsheet. Begin with a predicted budget using estimated costs and then add in your actual costs as you go.
- Plan when you are going to quit your current job.
- Commence immigration applications and obtain/renew your passport if required.

## 6 Months Before Departure

- Research for potential jobs opportunities and update your resume.
- Research and contact potential schools/child care.
- Once your immigration visa and work permits have been approved, book your flights.
- Commence process for relocating pets.
- Book your moving company.
- Book temporary accommodation in Ireland.
- Notify your children's school/day care that you will be moving and arrange for any relevant information to be transferred.
- Arrange to collect medical, dental, prescription/medications, vaccinations records.
- Scan or take photos of important documents and non digital photos. Store them to a memory device as well as the cloud, e.g. Dropbox account.
- Begin sorting items and selling/giving away what you don't want.
- Begin packing items that you won't need before you move.
- If you have access to good cheap medical care, consider getting a check up at your doctor, dentist and optician. This will allow you to resolve any potential medical issues so they don't get in the way of your move.
- If you are planning on renting out your current home, then set up meetings with prospective property managers. Get your property valued as well. Get feedback on any improvements that need to be done to property to gain maximum rental returns and schedule time to either do it yourself or book someone to do it.

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## 2 Months Before Departure

- If you are selling your essential furniture (beds, fridge etc..) then consider either borrowing or hiring items to use up until you leave.
- Depending on your contract, resign from your existing job providing the required notice period. You need good references for future employment, so leave on good footing.
- Obtain financial and tax statements.
- Arrange to pay outstanding bills
- Put time aside to farewell friends and family
- Continue to sell unwanted items online

For smaller items, or those that haven't sold online, schedule a garage sale or go to a car boot sale.

- Arrange travel insurance
- Arrange Irish Health insurance
- If renting you are planning to rent your home, then arrange the necessary insurances e.g. landlords insurance as well as rental property insurance. Remember to schedule you existing household insurance to end when the new insurance arrangements take over.
- Set up direct debit for any bill payments that need to occur while you're away.
- Set up online banking and online access to any other accounts that you will need to keep open. Arrange to receive statements online to avoid issues with them getting lost in the mail.
- Open a bank account in Ireland.
- Fill any medication scripts that you will need.
- Arrange for regular deliveries to be cancelled on the day prior to you departing e.g. newspaper, milk, magazine subscriptions etc...
- Claim unused points on club cards or points schemes and then cancel them if no longer needed.

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## 1 Month Before Departure

- Buy some Euro so that you have the local currency when you arrive.
- Notify your Bank and arrange for cash/travellers, cheques/travel debit cards. You need to ensure that you have access to enough cash when you arrive in Ireland, especially if you have not been able to open a bank account before arriving.
- Get rid of unsold items via charity shops and freecycle websites (where you can offer your goods for free). At least it will go to someone who will reuse it, instead of the landfill.
- If you have arranged to rent your house out, then make sure that you arrange to have the household bills that they will be managing redirected to them, e.g. council rates, landlords insurance etc... Also, decide whether you will be doing the final property clean yourself or to hiring someone to do it for you. Your real estate agent should have a qualified company they work with that they could recommend.

### *Cancel the:*

- Gas  Electricity  Oil  Phone  Internet  Mobile Phone
- Consider getting a redirect to your new address. If you don't initially have one, consider getting it redirected to a trusted family member or friend that you feel comfortable opening your mail for you. They can send on any important documents via email or post.
- Finish packing and make an inventory list for the moving company (also required by customs).
- Finalise what you will be taking with you in your suitcases. Consider the changes in season that may occur while you are waiting for your shipped goods.

## Tips

*When purchasing items online don't forget to change your delivery address. When setting up your account you would have set the delivery address. Go into your account settings and change it.*