

Plan My Move - Checklist

Tell Family About Move -- Discuss With All (Some family members may be unhappy about the new assignment.)	<input type="checkbox"/>
Contact Relocation Manager (Schedule an appointment ASAP.)	<input type="checkbox"/>
Plan Relocation Budget (Managing your allowances and entitlements is critical to a successful move.)	<input type="checkbox"/>
Research New Location (Order a Know Your Neighborhood report from Military OneSource, newspaper subscriptions and obtain maps of new community.)	<input type="checkbox"/>
Contact the Origin Transportation Office (Schedule an appointment to begin personal property counseling.)	<input type="checkbox"/>
Apply for Passports and Visas (It is important to apply for updates to your documents as soon as you receive orders.)	<input type="checkbox"/>
Contact Destination Housing Office (Learn about the availability of government quarters in new location.)	<input type="checkbox"/>
Planning Day/Hold Family Meeting -- Find Single and Family Checklists (Moving is always a challenge -- be sensitive to everyone's stress level.)	<input type="checkbox"/>
Inventory Personal Property (Remember to inventory high value/high risk items and check on insurance coverage for your possessions while in transit and storage.)	<input type="checkbox"/>
Determine Items for Unaccompanied Baggage and Permanent Storage (Unaccompanied baggage are items you and your family will need immediately upon arrival. Store items you will not need during your tour.)	<input type="checkbox"/>
Research Schools (It takes time to make the right decisions on new schools. Remember to check enrollment requirements and school schedules.)	<input type="checkbox"/>
Evaluate Government Housing Options (Government housing options should be researched before a decision to move on the economy.)	<input type="checkbox"/>
Research Travel (Decide on the method of travel for each family member if not traveling together.)	<input type="checkbox"/>
POV Decisions (Let the transportation office know if you want to ship a vehicle.)	<input type="checkbox"/>
Notify Housing Office (Remember to notify the housing office as soon as you receive orders.)	<input type="checkbox"/>
Notify Landlord (Remember to notify your landlord as soon as you receive orders.)	<input type="checkbox"/>
Begin Homesale Process (Research real estate agents carefully before making a choice.)	<input type="checkbox"/>
Planning Day/Hold Family Meeting -- Investigate Moving with Children (Children are adaptable but require more attention during moves.)	<input type="checkbox"/>
Request a Sponsor (Request a sponsor and make contact when one is assigned.)	<input type="checkbox"/>
Renters Begin Housing Search (Make sure the lease includes a Military Clause.)	<input type="checkbox"/>
Make a List of Things to Do Prior to Moving Overseas (Do your shopping early so that you have things available for the movers.)	<input type="checkbox"/>

Track Moving Expenses (You will need a record for your tax records if you itemize deductions.)	<input type="checkbox"/>
Prepare Home for Sale (Start now but avoid doing major renovations.)	<input type="checkbox"/>
Update Budget (Make sure to keep your budget up-to-date every few days or you will lose track of expenses.)	<input type="checkbox"/>
Decide What to do with House Plants (Plants do not travel well find them a new home before you move.)	<input type="checkbox"/>
Help Kids Find Age Appropriate Books on New Location Overseas (Books help acclimate children prior to the move.)	<input type="checkbox"/>
Planning Day/Organize Travel Records Kit (Compile a personal file for each family member.)	<input type="checkbox"/>
Begin Repairs & Cleaning for Moving (Cleaning and preparing for a move can take more time than you realize.)	<input type="checkbox"/>
Begin Job Search (Update resumes and referral letters and send to prospective employers.)	<input type="checkbox"/>
SOFA Agreements (Status of Forces Agreements (SOFA) govern if family members can work overseas.)	<input type="checkbox"/>
Arrange Temporary Lodging at Departure (Decide where you will be spending your last few days prior to departure.)	<input type="checkbox"/>
Hold Yard Sale/Make Charitable Donations (Do not throw away useful items hold a yard sale and make some money.)	<input type="checkbox"/>
Preparing Children for Overseas Moves (Learn about overseas DoD schools and international schools prior to the move.)	<input type="checkbox"/>
Planning Day/Hold Family Meeting -- Teen Issues and Moving (Help your teen to make a list of people and organizations they need to notify about your move.)	<input type="checkbox"/>
Research Driver's Licensing (Every locality has different laws and regulations on obtaining a drivers license.)	<input type="checkbox"/>
Contact Health Benefits Advisor (Before you move, contact your regional health care contractor to see if you need to switch to a new service area or region. Check the TRICARE website for move moving tips)	<input type="checkbox"/>
Plan Furniture Layout for New Home (Make a list of items you will need to furnish your new home.)	<input type="checkbox"/>
Make Credit Cards Valid for International Credit (Call your credit card companies to notify them about your move.)	<input type="checkbox"/>
Setup New Bank Accounts (Apply for ATM cards determine bank rates and look for the lowest fees for the services you need. Do not forget a safety deposit box if you need one.)	<input type="checkbox"/>
Obtain PO Box in New Location (Do not forget to arrange for your mail delivery in the new location.)	<input type="checkbox"/>
Research Directions (Traveling to the new location should be half the fun!)	<input type="checkbox"/>
Planning Day/Hold Family Meeting -- Moving and Elder Care (Stay ahead of the game by doing tasks ahead of time regardless of the calendar.)	<input type="checkbox"/>
Obtain Power of Attorney and Update Will (Often military families travel at different times making a power of attorney critical.)	<input type="checkbox"/>

Transfer or Hand Carry School Records (Keep track of your childrens school and health records.)	<input type="checkbox"/>
Cancel Utilities (Do not forget the water phone cable electric and gas companies.)	<input type="checkbox"/>
Contact Insurance Company (Check on coverage of your personal property during transit as you may want to increase your insurance above what the government provides.)	<input type="checkbox"/>
Planning Day/Hold Family Meeting - Research Loan Closet Availability (Your destination Loan Closet can help you set up housekeeping until your unaccompanied baggage arrives.)	<input type="checkbox"/>
Update ID Cards (Check expiration date on ID cards for both you and your dependents.)	<input type="checkbox"/>
Confirm Moving Date with Transportation Office (Constant communication with your moving company will ensure less damage in the long run.)	<input type="checkbox"/>
Make Arrangements for Pet Travel (Check regulations for bringing a pet into a new country state city or town.)	<input type="checkbox"/>
Research Quarantine Restrictions (Some countries have strict quarantine policies and regulations.)	<input type="checkbox"/>
Take Clothes to Dry Cleaners (Clothes in plastic dry cleaning bags travel better and will wrinkle less.)	<input type="checkbox"/>
Take Pet to Veterinarian (Discuss your pets medications and plans for your pets travel.)	<input type="checkbox"/>
Planning Day/Hold Family Meeting -- Know How to Find Emergency Assistance (Build in time to relax and recharge your batteries.)	<input type="checkbox"/>
Update Budget (Keep a log of all your expenses separate from your budget planning sheet.)	<input type="checkbox"/>
Arrange Temporary Lodging at Destination (Make arrangements as well in advance as possible and reconfirm before you depart.)	<input type="checkbox"/>
Discuss Travel Advances (Settle your current bills and plan finances for your new assignment.)	<input type="checkbox"/>
Verify Moving Schedule with Transportation Office (Discuss the possibility of an onsite inspector for the day of your move.)	<input type="checkbox"/>
Planning Day/Hold Family Meeting -- Investigate Child Care Options (Ask Family Center about program for free child care during official move.)	<input type="checkbox"/>
Reserve Freight Elevator in High Rise (Some high rise buildings require several weeks notice to reserve the freight elevator and loading dock.)	<input type="checkbox"/>
Refill Prescription Medications (Have prescriptions forwarded to a pharmacy near your new home.)	<input type="checkbox"/>
Contact Pay and Finance Office (Take charge of your finances now to avoid problems later.)	<input type="checkbox"/>
Tag Items for Storage (Give careful thought to items that you plan to store as not all items store well.)	<input type="checkbox"/>
Obtain Information on Religious Institution of Choice (Use the internet to begin your research.)	<input type="checkbox"/>
Planning Day/Hold Family Meeting -- 92 Tips for Spending Less (These family meetings help to keep you organized during the move.)	<input type="checkbox"/>

Arrange for Absentee Voter Registration (The law protects your right to vote in Federal elections.)	<input type="checkbox"/>
Pick up and Return Borrowed Items from Neighborhood (Check with all family members so that everyone has a list of borrowed items to return or pick up.)	<input type="checkbox"/>
Notify Command of New Permanent Address (Once you know your new permanent address contact your old command so they can reach you if necessary.)	<input type="checkbox"/>
Cancel Regular Deliveries and Memberships in Local Clubs (Remember newspaper deliveries trash pick-up and health and social clubs.)	<input type="checkbox"/>
Throw a Going Away Party (If you can not throw a proper party meet with friends and family separately.)	<input type="checkbox"/>
Clean out Refrigerator (Get rid of perishable food that cannot be eaten before the move.)	<input type="checkbox"/>
Drain Oil and Gas from Power Equipment (Cut grass one last time before move.)	<input type="checkbox"/>
Pack Special Care or Irreplaceable Items (Think about such items as your marriage license photo albums antiques and favorite toys.)	<input type="checkbox"/>
Hold Planning Day Meeting to Determine Pack Out Week Tasks (Everyone in the family should have some responsibilities to make them feel part of the move.)	<input type="checkbox"/>
Remove TV Antenna and Other Equipment (Satellite dishes or other equipment will not work overseas.)	<input type="checkbox"/>
Arrange for Utilities to be Connected in New Location (Utilities include water gas electric cable phone security satellite services among others.)	<input type="checkbox"/>
Investigate Volunteering Overseas (Make sure to investigate volunteer opportunities at your new location.)	<input type="checkbox"/>
Finish Packed by Owner Boxes -- Leave Open (Careful packing and clear markings as to the content of the box will ensure safer transport and easier unpacking.)	<input type="checkbox"/>
Strip Beds; Disconnect Major Appliances; Take Out Trash; Take Children to Child Care; Take Pets to Care Giver; Remember to pick up the children and pets before you move to temporary quarters. (Before the moving van leaves do final walk-through.)	<input type="checkbox"/>