

## RANDOM

- Finalize VTA
- Conduct Inventory
- Give 3 months' notice (housing, cell phone, house phone, insurances)
- Make a list for change of addresses to be done
- Mail forwarding request (Deutchpost + base)
- Contact 4 weeks in advance all utilities at new home to connect (gas, water, hydro, cable, phone, internet, cell services, alarm system, etc)
- Collect anything you have loaned (4 weeks in advance)
- Return all cards to OR (yellow cards, Schinnen, shopping cards, etc)
- 1 week prior to move, fill any prescriptions
- Bank, cease any automatic withdrawal (license + housing (Last month to be paid in full (July)) (make sure last rent payment has been transferred to landlord))
- Close bank account (entitled to transfer 2000€ to Canadian bank with cashier)
- Bring NATO cards back to NATO base
- Get copies of medical/dental/immunization/etc records for dependants one month prior to move

## POSTING MESSAGE

- Go online Brookfield Pre-registration (Fill EXACT info on posting message)
- Go online Brookfield for registration

## House Hunting Trip

- Review Brookfield Directive "it's your move" ([www.irp-pri.com](http://www.irp-pri.com)) for move and HHT
- Organize HHT (contact Brookfield, dates, leave pass, book hotel, book flights, requirements for cat on flights, book kennel)
- Contact MFRC at new base to get welcome package
- Shop for mortgage prices / Research houses
- Book accommodations + car rental
- Book flights + taxis
- Pick schools
- Phone charges need paper track (on hotel bill or cell phone bill) and car rental : need final receipt, not just estimate and must be itemized

## Moving Back

- Read booklets provided during pre-move survey and keep throughout move process
- Figure out shipping of car(s)
- Book accommodations + car rental (here and new destination)
- Book flights + taxis
- 3 weeks prior – isolate items travelling with you (clothes, jewellery, important papers, valuables, kids toys, etc)
- Paperwork needed for Canada : car (bill of sale, proof of ownership, deregistration docs, shipping docs, driving certificate record); Birth certificates, immunizations records, chequebook, inventory for customs, etc)
- Make sure things that belong to the landlord are not packed (put them in a separate box, in the car), along with personal belongings
- Detailed list of all food items (no meat or by-products)
- Put together a set-up box with : tools, paper towels, hand soap, toilet paper, duct tape, phone, TV remote and parts to disassembled furniture
- If movers are not at home by 1000, call Traffic

- Remove Trash morning of move or day prior
- If movers do damages to the home : annotate on the doc you sign with moving cie at the end + photograph the doc in question + contact Traffic + contact landlord + contact Housing
- Take pictures once container ready to seal
- Contact base Traffic within 48hrs of arriving at new destination

#### House

- Contact landlord for any repairs and inspection (8 weeks prior)
- Let housing know when leaving
- Removal of weeds between tiles + clean patio top, window seals, remove pictures from walls, fill holes?, remove batteries from toys and appliances
- Before movers come (grass is cut, weeds, garbage removed, etc, get electrical appliances ready to move, clean BBQ)
- Day before move : defrost and clean fridge and stove, dispose of flammable items that can't be moved, give away any plants and perishables, clean recycling bins and garbage bins)
- Clean House
- Arrange March Out with landlord : key return, garage door opener, complete both copies of march out forms (1 for landlord, 1 for housing), write down all meter readings (water, gas, hydro)
- Retrieve security deposit from landlord and bring to cashier
- Clear out housing (last day) (provide "Confirmation upon Handover" form with all meter readings"

#### Animals

- Get info to send back animal(s) + customs (Canada Food Inspection Agency)
- Get animal(s) vaccinated
- Get health certificate from vet for animal(s)
- Flights / info to get them to new destination

#### Military Member or Working Civilian

- Prep handover
- Copy Q drive to USB stick
- Start out-clearance OR
- Go to IT helpdesk for clearance (bring BB and laptop or transfer to successor + last day DWAN will be needed)

#### Car(s)

- Get certificate of driving record from Transport
- Get authorization letter from Transport for Aral Card (i.e. : rental car licence won't match)
- Get "de-registration" paperwork from Transport and bring to your insurance company
- Get rental car and remove license plate, clean and bring back to Transport
- Rental car must be gas (to use Aral Card)