

Insurance - Arrange travel and accident insurance, cancel home, car insurances as appropriate

Bank & Credit cards - advise bank of new contact address, arrange for payment of bills, transfer funds

Clubs and organizations advise club of move and if appropriate cancel membership.

Computer - back up important files, emails.

DVD/CD rental – return membership card

Electricity/Gas/ Water – advise termination date and where to send last bill (Typically landlord).

Embassy – advise new address if registered.

Friends – farewell parties, advise new contact details

Health – obtain doctor and dental records for all family members as appropriate.

Landlord – provide notice of tenancy agreement cancellation, arrange inspection date.

Magazine & newspaper - cancel subscriptions

Post office – advise date of last mail delivery and advise new mail forwarding address.

Schools – notify school and teachers, obtain records and testimonials for next school.

(Make contact with potential schools at destination)

Tax Department – determine tax liabilities, and if eligible for refunds

Telephone and internet – advise termination date and where to send last bill.

Ward Office – visit government ward office to advise of cancellation of residency for nationality

4 weeks prior

Spring Clean –sell, donate, call recycle shop or dispose of unwanted items. “Sodai Gomi” (Large item trash)

Food (including spices, tea, dried, canned, frozen goods, wine, alcohol, drinks) Start to eat, drink/dispose

3 weeks prior

Put passport, airline, hotel booking, insurance policy and other important documents in a safe place to access

During Packing

Advise packers of items which require special attention or care and be available to advise and answer questions

Assign value to packed items on packing list for insurance and customs. Sign and retain a copy for own records

After packing is complete inspect all rooms, closets, storage spaces, and balconies to ensure all items have been packed.

Same or following day

Handyman repair services/cleaning prior to landlord inspection

Airport - Japan

Hand Foreigner Registration (Gaijin card) to immigration officer and complete registration.

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