

# LEAVING THE ROYAL NIOZ CHECKLIST



## CHECK THE MUST-DO'S WHEN YOU ARE PREPARING YOUR RELOCATION

### JOB, STUDY, BUSINESS

- Employment
- Give notice to employer
- Return home-use equipment
- Personal items from office
- Request reference
- Inform HR of your new address
- Hand in your Royal NIOZ badge

### Education, courses

- Notify change/deregister
- Refund/additional payment
- Stop payments
- Deposit refund
- Get certificate

### Unemployment insurance

- Notify change
- Refund/additional payment
- Stop payments

### Unions, professional organisations

- Notify change
- Refund/additional payment
- Stop payments

### Recruitment agencies and CV distribution services

- Notify change/deregister

## HOME

### Property, rented or owned

- Arrange takeover: keys, meter readings, manuals
- Cleaning
- Stop payments
- Repair damages
- Refund/additional payment

### Property, rented

- Give notice
- Deposit refund
- Request reference
- Arrange inspection

### Property, owned

- Sell
- Real estate agent
- Make letting arrangements

### Mortgage

- Cancel contract/notify change
- Stop payment
- Refund/additional payment

### Building insurance

- Cancel contract/notify change
- Refund/additional payment
- Stop payments
- Request no-claim certificate

### Tenancy liability insurance

- Cancel contract/notify change
- Refund/additional payment
- Stop payments
- Request no-claim certificate

- Home Contents Insurance:
- Cancel contract/notify change
- Refund/additional payment
- Give notice
- Stop payments
- Request no-claim certificate

**Removals**

- General planning
- Logistics planning
- Financial planning
- Time planning
- Boxes & packing materials
- Van hire
- Removal insurance
- Pack home contents
- Parking permit for van if in city
- Transport of persons

**Removal Companies**

- Request quotations
- Insurance
- Packing materials: boxes, wardrobe box, tape, bubble wrap, paper sheets, stretch wrap
- Who packs what?
- Value Added Tax (VAT)
- Storage
- Delivery appointment at new address

**Sell things**

- Fitted kitchen
- Video if not compatible
- Get rid of remaining unwanted items
- Give away potted plants

**Return keys**

- Return manuals for domestic appliances

**CAR****Car Association/Breakdown service**

- Cancel contract/notify change
- Give notice
- Refund/additional payment
- Stop payments

**Car registration**

- Notify change
- De-register
- Refund/additional payment
- Stop payments

**Car Insurance**

- Cancel contract/notify change
- Refund/additional payment
- Give notice
- Stop payments
- Request no-claim certificate

**Driving licence authority**

- Notify change
- Sell car

**Petrol cards**

- Notify change
- Close
- Refund/additional payment
- Deposit refund
- Stop payments

**Fines**

- Check fines and pay them

**CHILDREN****School**

- Notify change
- Refund/additional payment
- Stop payments
- Request reference
- Get certificate

**Crèche**

- Notify change
- Refund/additional payment
- Stop payments

**PETS****Transportation**

- Vaccinations
- Quarantine
- Contact carriers
- Give away or sell

**Pet Insurance**

- Cancel contract/notify change
- Give notice
- Refund/additional payment
- Stop payments
- Request no-claim certificate

**Pet identification chip**

- Notify change

**Vet**

- Notify change
- Get medical records

**PUBLIC SERVICES****Immigration authorities (Deregistration)**

- Notify change

**Consulate of own country**

- Notify change

**Consulate of new country**

- Contact consulate for guidance

**National register of inhabitants**

- Notify change

**Local tax**

- Notify change
- Refund/additional payment
- Stop payments

**Social security**

- Notify change

**Income tax**

- Notify change
- Get proof of tax paid
- Refund/additional payment
- Accumulated allowances
- [Inform the Dutch Tax](#)  
(please use this link to learn more)

**TELECOMMUNICATIONS****Telephone line**

- Cancel contract/request move
- Refund/additional payment
- Deposit refund
- Stop payments

**Low cost telephone companies**

- Cancel contract/notify change
- Request service type change
- Cancel
- Refund/additional payment
- Deposit refund
- Stop payments

**Telephone charge cards**

- Cancel contract/notify change
- Close
- Refund/additional payment
- Deposit refund
- Stop payments

**Sell equipment if not compatible abroad**

- Telephone
- Wireless telephone
- Answering machine
- Fax machine
- Modem
- ISDN adapter
- Mobile phone if not GSM

**Mobile telephone**

- Cancel contract/notify change
- Close number
- Refund/additional payment
- Deposit refund
- Stop payments

**Cable/satellite TV**

- Cancel contract/notify change
- Stop payments
- Refund/additional payment
- Deposit refund
- Decoder return
- Remove satellite dish

**Internet service provider**

- Cancel contract/notify change
- Refund/additional payment
- Stop payments
- Get a temporary international e-mail address (e.g. Gmail, Yahoo)
- Re-routing of e-mail

**Internet use**

- Update e-mail subscriptions
- Update e-mail address to correspondents
- Update web sites where registered

**UTILITIES****Water**

- Read meter
- Close account/notify change
- Refund/additional payment
- Deposit refund
- Stop payments

**Electricity**

- Read meter
- Close account/notify change
- Refund/additional payment
- Deposit refund
- Stop payments

**Gas**

- Read meter
- Close account/notify change
- Refund/additional payment
- Deposit refund
- Stop payments

**Heating**

- Read meter
- Close account/notify change
- Refund/additional payment
- Deposit refund
- Stop payments

**FINANCE****Banks, girobanks, building societies, credit card companies**

- Close account/notify change
- Stop automatic payments
- Withdraw funds
- Negotiate loans
- Return cards and cheques
- Close credit card accounts
- Return credit cards

**Store cards**

- Close account/notify change
- Refund/additional payment
- Deposit refund
- Stop payments

**Credit card registration service**

- Close account/notify change
- Refund/additional payment
- Stop payments

**Company Pension**

- Notify change
- Leave scheme
- Lump sum payment/transfer
- Stop payments
- Get payments transferred

**[For more on your pension, please visit the ABP](#)**

**Private Pension**

- Notify change
- Leave scheme
- Lump sum payment/transfer
- Stop payments
- Get payments transferred

**State pension**

- Notify change
- Contributions refund for short periods
- Get payments transferred
- Deposit/exchange unwanted currency
- Consider any required changes to will and inheritance instructions

**HEALTH****National or private health service**

- Notify change
- Refund/additional payment
- Stop payments

**Doctors, general & specialists**

- Notify change

**Optician**

- Notify change

**Blood donor, organ donor registers**

- Notify change

**Life Insurance**

- Cancel policy/notify change
- Refund/additional payment
- Stop payments

**Private medical insurance**

- Cancel policy/notify change
- Refund/additional payment
- Stop payments

**Private dental insurance**

- Cancel policy/notify change
- Refund/additional payment
- Stop payments

**Permanent health insurance**

- Cancel policy/notify change
- Refund/additional payment
- Stop payments

**Critical illness insurance**

- Cancel policy/notify change
- Refund/additional payment
- Stop payments

**Personal Accident Insurance**

- Cancel policy/notify change
- Refund/additional payment
- Stop payments
- Get personal records
- Consider ongoing treatment
- Get medicine enough to last for removal period

**Dentist**

- Notify change
- Consider ongoing treatment

**MISCELLANEOUS****Public transport**

- Cancel subscriptions/season tickets
- Refund
- Stop payments

**Travel insurance**

- Cancel policy/notify change
- Refund/additional payment
- Stop payments

**Newspaper subscription**

- Cancel/notify change
- Refund/additional payment
- Stop payments

**Periodicals subscriptions**

- Cancel/notify change
- Refund/additional payment
- Stop payments

**Maintenance contracts for alarm system, computers, gas etc.**

- Cancel contract/notify change
- Refund/additional payment
- Stop payments

**Rental of TV/ hardware/ video etc.**

- Cancel contract/notify change
- Return equipment
- Refund/additional payment
- Stop payments
- Deposit refund

**Membership of clubs, consumer organisations, etc.**

- Cancel/notify change
- Stop payment
- Refund/additional payment
- Deposit refund
- Return equipment
- Collect personal items

**Mail order companies, e.g. videos, CDs, books, accessories, home shopping, Stationery**

- Cancel/notify change
- Bonus clubs, frequent flyer, etc.
- Cancel/notify change
- Consider spending bonus

**Post**

- Sell unused postage
- Remove name from letterbox
- Mail forwarding arrangements
- Authorisations

**Outstanding business & complaints, solicitors, etc.**

- Notify change
- Consider future actions

**Miscellaneous**

- Stock up on supplies difficult to get abroad, like vacuum cleaner bags, mains adapters, bayonet/screw bulbs and sockets, phone plug adapters.
- Return borrowed items
- Claim back lent out items
- Buy immigration and guide books for new country
- Buy dictionaries for new language
- Leave labels with new address in old home

