

Relocation Checklist

Relocation to another country can be stressful, that's why we have put together a comprehensive moving checklist to help you organize and cope with this change from the moment you decide to leave to the time you step into your new home. At each stage Mallorca Expats can support you with trusted and vetted professionals and services, so feel free to get in touch.

6 months before departure

- Identify areas on the Island you are interested in living, contact estate agents or property finders.
- Investigate education and employment options/opportunities in your desired area, The Mallorca Expats social page can help with this
- Contact local banks to discuss opening an account and accessing mortgages.
- Retain a lawyer to arrange you NIE (needed to buy a home) and support you with the house purchase.
- Understand eligibility for public health services and compare private insurance options. Procure Vaccination history.
- Understand the legalities of starting a business or employment and when benefits may be available in case of unemployment
- Retain an accountant to advise on Tax liabilities of buying a home in Spain, Wealth Tax, Double Taxation, Pension transfer, Golden Visa (for non-EU residents)
- Understand forced heirship in Spain, inheritance law and tax obligations for your heirs

- Request birth, marriage, divorce, name change, death certificates, educational diplomas and criminal history records with translations and apostille if needed.
- Between now and the move date, close the purchase of the home and pay relevant taxes

4 Months before departure

- Investigate the documentation needed for pets. vaccinations, microchips and passports.
- If home refurbishment is needed, retain the services of an architect to help you design and navigate local planning laws.



8 Weeks before departure

- Contact the consulate for the country you are moving to and ensure that you have a visa (for non-EU Residents) if required and that all paperwork is prepared
- Make sure your passport and visa (if required) is in place and up to date
- Work out what you are moving, selling, storing or throwing away from your current home
- Reach out to removal companies for quotes. www.mallorcaexpats.org have benchmark costs and can support you in this
- Finalize schooling for children, ensure they are on any waiting lists (especially for international schools).
- Start booking flights or arranging travel plans for your move.

6 Weeks before departure

- Gather all important documents (marriage/birth certificates, insurance/banking/documents etc) Keep them safe, make digital copies and upload.
- Set a date with the moving company and sign any paperwork or insurance documents needed to move your items to Mallorca.
- Notify your family doctor/dentist and arrange for the transfer of your medical records
- Arrange for cancellation of existing subscription packages, insurances, standing orders, utilities etc (some require a notice period and time to arrange refunds)
- If you have children, contact the schools to arrange a transfer of education records.

4 Weeks before departure

- Notify all key people have your new address
- De-clutter your home, ensure all borrowed items are returned and unwanted items are sold/recycled
- Identify and pack the things you will be needed for the next 4 weeks for each member of the family
- Start the packing process for everything else, place boxes in unused rooms or garage until the movers take them
- As you pack, make an inventory of all expensive or important items. Take photos of them and upload list and photos online if possible.
- If living in or moving into an apartment block, book the elevator or loading bay for the move

2-3 Weeks before departure

- Close bank accounts, transfer money to your new account in Mallorca
- Final check on all items, subscriptions, standing orders and moving arrangements, make sure all everything is ready for the move
- If not already done, arrange for the utilities, Internet to be connected to your new home. (some can take a week or two to be connected)
- Ensure you have adequate prescription medicine to cover the moving period until you are registered with a new doctor
- If needed, organise supplies, bedding and towels to last until your items are delivered to your new home

1 Week before departure

- Move out of your home, ensure all doors and windows are locked, all utilities are cancelled, switched off and outstanding bills have been paid.
 - Move into temporary accommodation ready for the move
 - Get some local currency if needed.
 - Arrange locksmiths to change the locks of your new house
 - Make appointments with to meet your banker, lawyer and accountant personally.
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From day 1 in your new home

- Ensure water & electricity is connected, TV and Internet also
- Go through your new home and check for damage or repairs that need to be done.
- Recieve removals company and unpack all items into your new home.
- Change the locks of the house, if newly purchased
- Order a local SIM card (pre pay if you don't have NIE).
- Obtain your residency card (tarjeta de residencia)
- Register your car with the Provincial Traffic Headquarters