

CHAPTER 3

RELOCATING

3.1 Introduction

Early preparations for your new assignment should be over by now and you will probably have begun your pre-posting rounds. Your medical results have been determined and if you plan to sell, your house has already been listed on the market. At this point, you probably feel that you will never complete all the tasks ahead of you. Don't worry. Moving, and especially moving to a foreign country, involves a great deal of work but it will get done.

The following sections in Chapter 3 deal with relocation and are covered under FSD 15. These include items such as inventories, incidental relocation expenses, the disposal of rented accommodation and of a principal residence, accommodation at the mission, family separation expenses, shipment and storage of household effects, household insurance, temporary accommodation, relocation travel and relocating your pet. For other items dealing with the move that are not covered here, please refer to FSD 15.

3.2 Preparation of Inventories

Preparing your inventory is probably the most tedious part of the whole posting exercise. Yet it is an essential document. An inventory is basically a descriptive listing of all your personal and household effects that will be accompanying you to the mission or going into storage. An inventory forms a legal record of your possessions and their replacement value. It constitutes the basis by which the Department authorizes removal and storage expenses, and it is required for clearance through Customs. It is the contract document on which settlement of any claim for loss and damage is based. You will also find that an up-to-date inventory is very useful when arranging private insurance on your household effects, whether in Canada or abroad.

Your inventories must be submitted to the Services Centre (SERV) no later than two weeks prior to your Moving Day. We suggest that you start to prepare your inventories at least five weeks in advance of Moving Day.

You must submit to SERV, the original and two copies of your inventory (each page is signed, dated and totalled) on either forms EXT 378 and 378A, [obtainable from The Services Centre (SERV)], or on a similar format made up on a personal computer inventory programs (contact SERV for information on copies of computer inventory programs) for each of the following:

- a) air cargo;
- b) surface transport;
- c) long-term storage; and
- d) accompanying baggage.

Helpful Tips

When preparing your inventory, you may find it helpful to follow these tips:

- Some people find using a home computer easier to revise. Don't forget to take a copy of your inventory with you in your accompanying baggage, and perhaps leave another copy with a friend or in your safety deposit box.
- Any item under \$100 may be grouped with any other like item under \$100 such as kitchenware, books, records, audio tapes and clothing. If you do so, you should have a brief description of the items in the groups and indicate the total replacement cost.
- It is in your own best interest to describe articles accurately. Where relevant, provide manufacturer's name, model, serial number, patterns etc. This is particularly important if you