



## Checklist & Tips!

*Being prepared for your move is always a good head start. Let us guide you through some important tasks that are necessary for you to accomplish before your packing date. Please read this checklist so that you will become familiar with the process. It is important to be consistent with the timing outlined for you, and if achieved, will result in a very smooth move.*

### 6 – 8 weeks prior to your move

- Fill out, sign and return the "Order for Services" and agree to a fixed date for commencement of packing.
- Resolved what to do with prohibited items.
- Decided whether you are taking the car or motorbike. Check on import regulations and duty payable.
- Sorted through basement, loft and garage.
- Disposed of things you do not want to take.
- Made proper provision for pets.
- Applied for any necessary visas. The timing can vary for each country. Check with your local embassy.
- Collect items that have been lent and return those that have been borrowed. Check that you have not forgotten anything at places such as the dry cleaners, libraries.
- Notify friends, colleagues and acquaintances of your new address (if available).

### 3 - 6 weeks prior to your move

- Separate your children's favourite toys.
- Decide which clothes travel with you.
- Start to dismantle climbing frames and garden furniture.  
(Unless it has been agreed to be offered as a service to you by us).
- Return library books.
- Cancel newspaper and magazine subscriptions etc.

### 2 – 3 weeks prior to your move

- Close or transfer bank accounts etc.
- Begin to prepare your mailing list of people who need your change of address.

### 1 - 2 weeks prior to your move

- Make arrangements for disconnecting phone lines, electrical appliances and other utilities. If you have electrical appliances that need disconnecting by a technician, please make arrangements with him at least one or two days before your move.
- Should you require us to provide 3<sup>rd</sup> party assistance for you, kindly inform us at least 7 days prior to your removal date (additional charges apply).
- Agree on termination date of electricity, gas, telephone and other main suppliers.



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- Arrange for mail to be forwarded.
- Is your new home ready? If not, you need to arrange temporary storage.
- Start running down freezer stocks.
- Have your Itemized Valued Insurance List prepared.
- Find new homes for your plants.

### 5 days prior to your move

- Plan simple meals to avoid using any appliances.
- Separate luggage items you need for personal travel.
- Arrange for someone to look after the kids on moving day.
- Put aside all your jewellery so that they travel with you to your new location.
- Put aside all important documentation such as passports, licences, resident's permits etc. Please make sure that they are placed somewhere safe which only you know of and that the packers **DO NOT PACK** these items.
- Cleaned garden tools, bicycles, golf clubs, shoes and gardening equipment. In general, anything that has been soiled from an outdoor environment. Most countries now will quarantine and "steam clean" goods that have soil or "dirt" at the customers expense.

### 3 days prior to your move

- Put aside all jewellery, watches, trinkets, precious stones or metals, deeds, coins, stamps and anything similar. Insurance companies do not insure these items.
- Get rid of ALL flammables. **VERY IMPORTANT!** This includes paints, aerosols, petrol, gas cylinders, matches and lighters. Empty fuel from mowers, trimmers, clippers and so on.
- Checked that you have enough medication for at least two weeks, and ensure you have copies of any prescriptions for use at destination. Some countries do not allow certain medications. Check with your local embassy.

### 24 hours prior to your move

- Defrost and air your refrigerator / freezer. If your move is scheduled to carry on for more than two days, then the packers will attend to this detail or let someone know when to complete this task.
- Make sure that there is plenty of parking space outside of your residence. Check with us which day(s) the truck will arrive for transporting your goods to port / depot.
- Make sure that there are no other tradesman / workmen other than the Removalists at both current and future residences on the day(s) of your removal. Working around others can cause delays and owing to complications.

### Moving day

- Relax and let the crew handle your move. There should be at least one person present or a person representing you at your residence on the day(s) of your removal.