

# Moving Checklist

## As soon as you know you are going to move

- Start making a list of all the mail you receive and who it is from. This will be the basis for your 'Change of Address' list. (it is amazing how many mailings you receive from theatres and travel companies, memberships and other sources that you wouldn't be able to remember if you were asked to list them).

## One month before you move

- File a change of address form with the Post Office for each person receiving mail at your home.
- Notify creditors, magazines, and book and record clubs of your new address.
- Contact doctors and dentists for your family's medical records. Ask your doctor for colleague recommendations in your new area. Get copies of renewable prescriptions.
- Decide which items should be discarded or donated to charity.
- Complete a home inventory listing each possession, date purchased and value.
- Notify your local authorities (water, gas, electricity) to have your service turned off after your departure. Contact utilities at your new home for connections.
- Notify your children's schools, your church, clubs and any other organisations of your impending move.

## 3 Weeks Before Moving

- Decide which items you will pack, and request delivery of packing materials from SureMove.
- Sketch out the floor plan of your new home to determine placement of furnishings.
- Make a list of names, addresses and numbers you will need or want to remember. Pack your local phone book and Yellow Pages so you can contact businesses after your move.
- Notify SureMove if you have changed anything about your move; household goods, destination, dates of the move, etc.
- Make arrangements to move your plants and pets.
- Arrange new Safety Deposit Box and transfer existing contents of box.
- Check homeowners insurance policies to see if moving is covered.
- Transfer insurance to cover fire, theft and personal property at your new home.
- When packing, dispose of items you do not require in your new home.

## 2 Weeks Before Moving

- Plan your route to your new destination.(Make travel and/or accommodation arrangements, and if driving far, have your car serviced.)
- Return borrowed things, and collect things you've loaned.
- Make arrangements for servicing your appliances both at your current home and your new home.
- If moving abroad, dispose of flammables such as petrol, matches, cleaning fluids, bleach, pressurised or aerosol cans.
- Discontinue regular services such as newspapers, window cleaning, etc.

## **SureMove Removals Ltd – Domestic and Business Removals and Storage**

- If moving your TV antenna or satellite dish, make arrangements to have it taken down.
- Arrange special parking dispensations at your old and new addresses for your vehicle and the removal vans. (Your local council should be able to assist.)

## **One Week Before Moving**

- Make arrangements to discontinue your local telephone service. (Your local telephone company can help you establish phone service at your new home.)
- Determine which items you're taking with you. If doing your own packing, pack these items and set aside in a designated area.
- Have rugs and curtains cleaned. (Keep in protective bags.)
- Use up your frozen food supply or give it away.
- Drain the fuel from lawnmowers and other power equipment.
- Empty and pack your loft / sheds.

## **One Day Before Moving**

- Pack a box of things you'll need as soon as you arrive at your new home. (This might include disposable plates and cups, cold drinks, snacks, tea bags, coffee, powdered milk, electric kettle, non-aerosol cleaning supplies, light tools, bathroom items, bin bags, light bulbs and most important, a corkscrew!). Take this box with you or have the driver load it last and unload first. This is usually the day packing is done. Make sure all packing services have been performed before you sign for them.
- Defrost, thoroughly clean and dry refrigerator and freezer, particularly if these are going into storage.
- Take pictures and mirrors down, wrap and put all in one place.
- Disconnect your cooker, washing machine and dishwasher.

## **The day of the move**

- Disconnect any light fittings.
- Make sure plant pots and holders are drained of excess water.
- Be on hand when the SureMove driver arrives and throughout the loading process. (If you can't be there, make sure someone can be there to direct the movers. Make sure the driver has in writing the name and phone number of that person.)
- Accompany the driver during inventory. Check on the condition of your goods as they are loaded.
- Make a final tour of your home. See that nothing is overlooked.
- Sign the removal verification sheet and make sure your new address and phone number are correct.
- Lock all windows and doors, and turn off all switches.
- Either take your pets to kennels, a friend's, or ensure they are in a locked room during the removal.
- Jewellery and cash should be moved by you and is your responsibility.
- Arrange for a cleaner to clean your old and new address.
- It is a good idea to arrange for a friend to have the children if possible.

