

# Move Planner

*With Checklist*



Instead of tossing things in bins and boxes randomly, Our Moving Checklist will encourage you to carefully plan your move to enable you to have a very hassle-free relocation experience. Our Moving Checklists are basically a pre-defined list of “to-do” objectives that ought to be dealt with throughout your move. This tends to do a great deal to keep you on course towards Moving Day and keep you from disregarding essential steps. You should definitely use for yourself our moving checklist and use it to help keep yourself on course.

## 5 WEEKS BEFORE YOUR MOVE

Prior to scheduling your pack and load date please ensure the following arrangements are made in advance if you live in a city or elevator building:

- Reserve the service or freight elevator for the date of your move if required by your building.
- Check with the superintendent or the building manager to see if any special floor covering or protective covering is required on the date of the move.
- Check with management at your building to see if the Insurance Liability Certificate is required. If so please supply your move coordinator with the following information:
  - How the certificate should be endorsed.
  - The contact person at your building or management company where the certificate needs to be sent to.
  - A phone number and fax number.

## 4 WEEKS BEFORE YOUR MOVE

- Confirm the moving date.
- Prepare a detailed valuation of your effects to move for insurance purposes.
- Obtain all necessary visas, work permits and residency permits.
- Dispose of any effects that you do not wish to move overseas.
- Begin reducing your supply of frozen food.
- Check that all passports are valid.
- Check on vaccination requirements and arrange for if necessary.
- Notify your bank of your move.
- Make arrangements to open bank and credit card accounts at destination and request bank and credit references for use overseas.
- Obtain your family's medical and dental records.
- Check regulations and organize the transportation of pets.
- Advise any life insurance companies of your intentions and arrange continued payment of premiums if required.
- Advise us if you are shipping firearms or controlled goods so that precautions may be taken and formalities complete.
- Ask for final electricity, gas, water, telephone bills and arrange disconnection, if required.
- Cancel subscriptions or arrange forwarding of any magazines, newsletters, book clubs, etc.
- Notify your children's school and arrange for school records to be forwarded to the new school.

### 3 WEEKS BEFORE YOUR MOVE

- Arrange full insurance coverage for your effects to move.
- Cancel all rental agreements.
- Locate marriage and birth certificates.
- Provide new contact details to your move coordinator.
- Gather up all hazardous materials and dispose of properly.
- Drain fuel from motor mowers, etc.
- Complete the insurance proposal form.
- Complete customs and transit related forms provided by your move coordinator.
- Arrange the disassembly of fixtures, fittings, furniture, etc.

### 2 WEEKS BEFORE YOUR MOVE

- Arrange a garage sale of any unwanted items.
- Dispose of alcohol, if at all possible, as this can cause problems at customs overseas. Please advise your move coordinator if you do intend to ship alcohol.
- Advise everyone of your change of address (insurance companies, credit card companies, post office, etc.)
- Wash and clean outdoor tools and toys.
- Ensure that all lockers at work, school, or sports facilities are emptied.
- Ensure that all items on loan are returned.
- Ensure that nothing remains at the drycleaners or repairers.
- Transfer or cancel memberships such as sports facilities.
- Arrange for the care of your pets at the day of the move for your pets welfare as well as the moving crews.

### 1 WEEKS BEFORE YOUR MOVE

- Arrange full insurance coverage for your effects to move.
- Cancel all rental agreements.
- Locate marriage and birth certificates.
- Arrange for your mail to be forwarded.
- Cancel all deliveries.
- Ensure that you have given all customs, insurance, and contact forms to your move coordinator.
- Ensure that you labeled everything clearly, i.e., AIR/SEA/STORAGE/DO NOT PACK.
- If necessary, make arrangements with your neighbors to allow enough parking space for our vehicles on the day of the move.
- Re-confirm air tickets and flight details at least 48 hours before departure.

### THE DAY BEFORE YOUR MOVE

On the day before you are scheduled to pack, you will receive a phone call from your Transportation Specialist confirming the arrival of your crew and who your crew chief will be. They will also go through any last minute questions or concerns you may have.

- Information on your computer should be backed-up into another format and sent independently of your household goods.
- Put to side all personal items that you will carry with you, i.e., keys, passports, travel documents, tickets, currency, certificates, work permits, any invoices for customs, jewelry, money, airline tickets, clothing, toys, etc.

- Ensure that you take enough clothes to hold you over until your freight shipment arrives.
- Defrost the fridge/freezer.
- Collect valuable items from safe deposit boxes and carry these with you.
- Give away perishable food or plants.
- Ensure washer and dryer are empty and disconnect them.

## THE DAY OF YOUR MOVE

- Walk through your home with the crew chief and give him an overview. Be sure to mention any special needs or instructions.
  - Call your move coordinator should you have any questions, which the crew chief cannot answer.
- Advise crew of any items which you will need immediately at destination so that they can load them last, if possible
- Once packing is complete and before the crew leaves, walk through your home and make sure nothing has been missed.
- Sign the packing inventory list and keep a copy for your reference.