

Moving Checklist

8 – 12 WEEKS BEFORE YOU MOVE

- Contact Allied Pickfords for a pre-move survey.
- If renting, advise your current landlord or agent, in writing, of your intention to move
- Advise your children's school / kindergarten and have transfer documents sent to your new school / kindergarten. Some Schools, especially International Schools, require a full terms notice if a student is withdrawing.
- Create a file for paperwork, receipts and important documents pertaining to your move.
- Determine tax requirements.
- Consider what household goods to take. Be careful to check regulations before shipping a vehicle.
- Inventory/photograph home contents for protection coverage.
- Identify those items of particularly high value and have them appraised.
- Contact insurance, bank, financial, medical, dental contacts re: changes, transfers of document or records.
- Pre-advise clubs, and organizations about anticipated departure.
- Consider what appliances and electronics will be taken back (consider voltage, obsolescence)
- Use the internet to obtain relevant information about destination or, ask Allied Pickfords.
www.alliedpickfords.com
- Consider which purchases you need to make.
- Start to use up things you can't move, such as frozen food and cleaning supplies.

6 WEEKS BEFORE YOU MOVE

- Establish (re-establish) contact with healthcare professionals at destination.
- Consider movement of pets and their veterinary needs.
- Complete change-of-address notifications for friends, family, vendors, and service providers.
- Take steps to sell car(s), club memberships.
- Contact the foreign consulate for helpful information if necessary

4 WEEKS BEFORE YOU MOVE

- Moving Sale (Garage Sale) to dispose of items you do not wish to ship.
- Clean closets, storage areas
- Notify utility services of your intention to move so that they can arrange final readings

3 WEEKS TO GO

- Have airfreight segregated to include “survival kit” of essentials for destinations.
- Consider fumigation of selected items; polish/lacquering of silver, brass, copper.
- Sort through toys and assemble small parts.
- Arrange for professional handling or servicing of specialty items such as wall units, piano, valuable clocks, audio/visual equipment, and sports equipment. For special handling, contact your Allied Pickfords Move coordinator
- Settle club dues, fees. Consider “inactive” membership if it is available and there is a possibility you will return.

2 WEEKS TO GO

- Collect children’s school records, immunization certificates etc. for the new school.
- Arrange to disconnect your essential services, gas, water, phone and electricity and settle charges.
- Inform your doctor, dentist and other medical specialists of your move. Collect your records or request transfer to your new practitioners.
- Record the contact numbers and email addresses of friends, service providers, vendors with whom you may wish to keep in touch.
- Photocopy duplicates of necessary papers (passports, tax records)
- Arrange Post Mail Redirection Service application to redirect your mail to your new address.
- Return items you have borrowed; collect things you have lent.
- Reserve a baby-sitter and pet-sitter for moving day, if necessary.

1 WEEK TO GO

- Dispose of flammables, BBQ gas, cleaning solvents.
- Clean BBQ thoroughly if you are shipping to new destination.
- Have a final clean-out and dispose out-of-date materials from under the kitchen sink, garage, laundry, etc.
- Commence home repairs essential to getting the home deposit returned: wall touch-up, mail hole filling, floor polishing.
- Bring home office records, files, equipments which need to be packed.
- Keep a few things out for the kids on move day.
- Pick up all items from vendor or repair firms.
- Empty and clean sports bag contents.
- Finalize valued inventory for protection coverage. Be sure to recognize surface, freight, and airfreight.

A FEW DAYS BEFORE YOU MOVE

- Empty, clean, dry, add baking soda/sachet to refrigerator, freezer
- Mark the cords of appliances to designate 110 volts vs. 220 volts.
- Finalize personal documents/papers into suitable carrier. Do same for personal valuables.
- Close / transfer accounts.
- Assemble pharmaceutical needs. Clean out medicine cabinet.
- Seal up spices, and other consumables you'll need at destination, if you are shipping these. (please note that some destinations do not allow food of any kind to be shipped)
- Be sure that the final cleaning of home is scheduled as a “walk through” with landlord for prompt return of security/damage deposit.

MOVING DAY!

- Place all suitcases and essential items you need in one specified place eg. Bathroom or car, so they are not loaded in the removal van or container
- Review home with the crew supervisor; point out special care items and special packing procedures.
- Set aside and carry all valuables and important papers and passports with you.
- Ensure children and pet's are safe and out of harm's way.
- Make sure the packers pack categorically – air, sea and storage – don't mix.
- Keep copies of PASSPORT, paperwork, inventory, and insurance with you.
- Be sure that Allied Pickfords has an update of your needs, instructions, contacts and timetable.
- **Before the movers leave, make a final inspection to check for left-behind items.**
- Lock all doors and windows as you leave.