

Moving Checklist

4 Weeks+ Before Moving Day		4 Weeks+ Before Moving Day (Contd.)	
	Keep a ledger of move-related expenses as some of them may be either tax-deductible or reimbursable by your employer		Plan temporary accommodation arrangements and vehicle hire if required
	Select your moving services provider and set your packing and expected delivery dates		Digitise and store all important documents and other media
	Start compiling your insurance inventory of all the items you are moving.	2 Weeks Before Moving Day	
	Check your mover's insurance cover and terms		Arrange for disconnection of utilities
	Make arrangement for storage, if required. Check storage insurance options		Clean out school, club and gym lockers. Bring home any items from the office for inclusion in your removal goods
	Arrange transport services for pets if required. For international moves, you will likely need specialist assistance either from your mover or from a specialist pet relocation company		Identify, separate and start packing items you will need when you travel. Make sure you hand-carry all precious jewellery and high-value portable electronics such as smartphones, tablets, cameras etc.
	Check with your mover if you require automobile transportation		Collect all items that have been put in for dry-cleaning, repair, alteration etc
	Arrange transfer or closure of your bank accounts		Donate surplus food to a local food bank
	Submit change-of-address forms to the post office for mail forwarding; notify utilities companies and other regular creditors of change of address; email your friends!		Contact a worthy cause(s) about donating items that you want to dispose of. Be ruthless and generous! Your mover may already partner with a charity/voluntary association so check with them also
	Give your day care centre/school/college proper notice of withdrawal		Recover and return borrowed items
	Contact your doctor for medical records and possible referrals to a new physician	1 Week Before Moving Day	
	Contact your insurance provider regarding any changes required to your policies on property, automobile and medical cover		Re-confirm with your mover that all dates and arrangements are confirmed. Inform them of any major changes in volume or items to be packed
	Ensure all important personal documents & records are kept in one safe place and are kept separate from your removal goods		Re-confirm any automobile car and pet relocation dates, if applicable
	Give notice of resignation to clubs, organisations or volunteer activities to which you belong		Re-confirm, if necessary, hotel/temporary accommodation, car rental and overseas temporary accommodation arrangements
	Cancel newspaper and magazine subscriptions		Prepare a "survival kit" of items you may need at destination e.g. toiletries, prescription and OTC medication, certain foodstuffs etc
	Arrange for professional cleaning of any sensitive carpets or upholstered furniture you are shipping or storing		Take pictures of all major furniture items, paintings, objects d'art and expensive apparel that are being shipped or stored

	1 Week Before Moving Day (Contd.)		Moving Day 1
	Give away unused contents of deep freezer, defrost and clean		Movers will pre-pack cartons and commence export wrapping furniture you do not require for the night
	Update your voicemail message to reflect the new chapter in your life! Advise forwarding contacts if desired		Moving Day 1 and/or Subsequent Moving Days
	Arrange for a home cleaning service after the removal has been completed, if required		Packing team will finish export wrapping and load your personal effects into your shipping container or trucks for removal
	1-2 Days Before Moving Day		Before the packing team leave your property, do a walk through with the packing team leader to check that nothing has been left behind
	De-frost and clean refrigerator, if not already done		Sign and retain your copy of the packing inventory and loading chart
	Finalise any foreign currency arrangements for incidentals on arrival in the country of your destination		Check with your assigned Move Manager that all your requirements regarding shipping and/or storage are clearly understood. Do not check these details with the packing team
	Close bank accounts if you have not already done so – watch out for those last minute transactions!		Clean up!
	If you live in a humid climate, run the air-conditioning for 24 hours in all relevant rooms prior to the start of packing to de-humidify your home and reduce the risk of mould and mildew affecting certain items in your shipment		Check that all utilities have been disconnected and that the property is secure before leaving
	Isolate and secure in a separate room all items not being moved and/or items that you will bring as accompanied luggage. Put all cash and portable valuables out of harm's way		
	Tag the items with non-marking stickers (good moving companies will provide these ahead of time or your own "Post It" notes to identify which items are moving or not moving, depending on what's most practical		