

RELOCATION CHECK LIST

4 Weeks Prior to Your Move

- Dispose of or segregate those items you do not wish to have packed and transported*
- Call Movements International and ask for moving estimate. (It is better to do this even earlier if possible)*
- Notify Post Office for redirection of mail*
- Send change of address notices to friends and businesses*
- Obtain all medical and dental records and arrange transfer*
- Check and clear tax assessments*
- Terminate or transfer insurance records, check auto licensing requirements.*
- Notify school and make arrangements for sending or obtaining transcript of school records.*
- Arrange for transfer of jewellery and important documents, as well as notifying your bank for transfer of accounts.*
- Advise your electoral registrar*
- Advise your local municipal authority, lodges and other social clubs, your solicitor and church.*

2 Weeks Prior to Your Move

- Arrange with Movements international, packing and pickup dates.*
- Prepare and complete Movements International Insurance Proposal Form for All Risks, fully comprehensive coverage.*
- Arrange packing cartons with Movements International.*
- Arrange method of payment to cover your move.*
- Arrange shipment of pets with Movements International and any immunisation, records etc.*
- Confirm travel plans, hotel reservations.*
- Collect all clothing items to be cleaned or repaired.*
- Return things borrowed – collect those loaned.*
- Arrange to disconnect utility services.*

1 Week Prior to Your Move

- Dispose of all flammables and unwanted medicines.*
- Have car inspected and serviced. Especially if you are moving interstate, select things to pack in car.*
- Pack suitcases ahead of time – select travelling games.*
- Make arrangements to take down curtains, rods, shelves, TV antenna etc.*
- Line up a baby sitter for moving day so you can look after moving*
- If moving internationally, arrange Movements International express baggage services.*

- Arrange for new home to be cleaned, particularly cupboards and closets.*

Pre Move Day

- Empty and defrost Refrigerator/Freezer and let them air at least 24 hours.*
- Line up simple breakfast for next morning – use paper plates.*
- Finish packing personal belongings but leave out alarm clock, passports, tickets and personal papers.*
- Get a good nights rest.*

Moving Day

- Be on hand or have someone there authorised to answer questions.*
- Accompany the Movements International crew while they inventory your goods.*
- Sign and save a copy of the Movements international Inventory and make sure delivery address and place to contact you at destination is given to the crew leader, if not already provided to Movements International.*
- Make sure Movements International account is paid or a Letter of Authority has been arranged and received by Movements International to avoid unnecessary delay.*
- Before our team and you leave the house, check each room, garden, garage and closets, make sure windows are locked and lights and taps are turned off.*

At Destination

- Upon arrival at new location, call Movements International Branch/Agent immediately to leave your address and phone number where you can be reached and re-confirm and/or alter delivery arrangements if there are any changes and arrange ancillary services.*
- If moving internationally, attend to Customs and Quarantine requirements if any.*
- Be on hand at unloading at residence and have advance plan for placement of your furniture.*
- Check all electrical equipment.*
- Check the condition of your belongings as they are delivered. If any items are missing or damaged, note this on your inventory sheet before signing for receipt. You must also advise this to the Movements international Branch/Agent in writing*
- It would be appreciated if you could write a few lines to the Movements International origin office with comments regarding our performance. This will assist us in our quality control assessment.*