

# The removal checklist!

## 6 Weeks before Moving

✓ *Please check off as you go...*

- Call Ku-Ring-Gai Removals for an obligation free quote on your move.**
- Prepare a clear inventory of your possessions, clearly noting the items to be handled by The movers, items to be handled by yourself and items you wish to leave behind.
- Arrange for the removal of unwanted items to clear space.
- If you have stock items (i.e. a will, stock certificates, etc.) arrange to have them put into a safety deposit box as they are impossible to replace (alternatively carry them on your person during the move).
- Notify your local GP, Dentist, Schools that you are moving home so required details can be forwarded to the relevant people and organisations, also inform your various service and insurance providers and inquire if there are any changes to your premiums.

## 5 Weeks before Moving

- Notify any local organisations you may be a member of.
- Take a trip your new neighbourhood and familiarise yourself with the new amenities, make a point of finding the local hospital or other emergency services.
- Obtain a map of the new town from the Tourist information Centre, one should also be available from the estate agent.
- If you plan to pack or part-pack yourself, start collecting suitable containers and packing materials (packing materials are available from us should you need them).
- Enrol your children in their new schools.
- Cancel any local deliveries with your newsagent / milkman etc.
- Notify your landlord if you are currently living in rented accommodation.

## 4 Weeks before Moving

- Fill out a postal 'Change of Address' form (obtainable from the Post Office).
- Close any local charge accounts.
- Action the changeover of insurance's to coincide with your move date.
- Schedule disconnection or transfer of utilities (i.e. gas, electric, telephone, pay TV, etc.), as well as connection in your new home.

## 2 Weeks before Moving

- If you are packing yourself, start packing items you don't use often.
- Remove items from loft space ready for packing.
- Book your car in for a service if travelling far.
- Drain all flammable liquids (i.e. petrol etc.) from power tools to be sure of safe transportation.

## ***The Week before Moving***

***Time to sort out those butterflies and be happy you have sorted all of the above out... "You did, didn't you?"***

- Now its time to pack all items that you don't need to use ensuring where possible to secure doors and draws of cupboards, make notes of all items you know are damaged. (I.e. loose handle on cupboard door).
- Be sure to make a contingency plan should you be unable to access your new home for some unforeseen reason (this very rarely happens and is usually down to not being able to get the keys). Pack an overnight bag just in case.
- Make sure all the boxes are clearly marked for the designated room, and an idea of contents is marked (i.e. fragile or heavy).
- Arrange where possible for pets and children to stay with friends or relatives while the move is taking place (this is not because we do not like pets or children, it just they can become very upset with strangers taking all the furniture away).

**Look around feeling happy with yourself with a checklist full of ticks.**

## ***THE BIG DAY - DON'T PANIC***

Put your bedding and other items that you need straight away in a box marked load last.

Make sure you have plenty of time for a relaxing breakfast it may be the first and last relaxed moment you have before you go to bed.

Pack breakfast items remembering to leave the kettle and at least four cups with tea, sugar and milk to hand until the house is empty.

We will require a quick, guided tour of the house – during the tour you will be able to inform the Driver of any special instructions you may have.

We will inform you when we believe all your possessions are loaded and ask you to inspect the premises to ensure nothing is left behind.

Know the vehicle is loaded, on route to your new home the moving team may stop for about half an hour to replenish their energy with lunch.

Due to the size and weight of the vehicle it is highly likely you will arrive at your new home before our team, please don't panic if for some reason you are concerned you will be able to contact the driver via mobile phone.

When the moving team arrives and access to the property has been gained the team leader will require another guided tour where again special instruction can be given.

Once all your possessions are unloaded the Driver will accompany you while you inspect the work carried out, at this time please inspect your possessions carefully for damages and notify the Driver if any damages are found.

Now you have enjoyed our friendly company, our efficient service and the excellent value for money (although your biscuit barrel is empty), you will be able to tell all your friends and family about us.

**Thank you in advance to all those who use our service and thank you to those who don't for considering us.**