

MOVING GUIDE

4-5 WEEKS BEFORE MOVING

- Contact the Post Office for the Change of Address form.
- Arrange for time off with your employer. A day before the move, the move day and the day after will be a minimum.
- Notify creditors, magazines, and book and record clubs of your new address.
- Contact doctors and dentists for your family's medical records.
- Get copies of renewable prescriptions.
- Decide which items should be discarded or donated to charity.
- Notify your local utilities to have your service turned off after your departure.
- Contact utilities at your new home for connections.
- Notify your children's schools, your church, clubs and any other organisations of your impending move.

3 WEEKS BEFORE MOVING

- Make a list of names, addresses and numbers you will need or want to remember.
- Pack your local phone book and Yellow Pages so you can contact businesses after your move.
- Make arrangements to move your pets.
- Transfer contents of safety deposit box.
- Start packing/sorting as soon as you can

2 WEEKS BEFORE MOVING

- Notify Kristof Removals if you have changed anything about your move; household goods, destination, dates of the move, etc.
- Plan your trip to your new destination. (Make travel accommodations, and if driving, have your car serviced.)
- Return borrowed things, and collect things you've loaned.
- Make arrangements for servicing your appliances both at your current home and your new home.
- Dispose of flammables such as petrol, matches, cleaning fluids, bleach, pressurised or aerosol cans.
- Discontinue regular services such as newspaper, window cleaning, etc.
- If moving your TV antenna or satellite dish, make arrangements to have it taken down.
- Transfer all prescriptions to a drugstore in your new city.
- Parking. Check with neighbours and resolve any parking problems. If you have any parking restrictions at either your present or your new address, you will need to contact the local authorities to arrange for a suspension of the parking restrictions outside your property on your moving day.

1 WEEK BEFORE MOVING

- Make arrangements to discontinue your local telephone service. (Your local telephone company can help you establish phone service at your new home.)
- Determine which items you're taking with you.
- If doing your own packing, pack these items and set aside in a designated area.
- Make sure to mark which items you'll take yourself, so the movers won't take them or have any questions.
- Mark your boxes to be shipped with "Fragile", "Do Not Load", "Load Last" stickers.
- Have rugs and curtains cleaned. (Keep in protective bags.)
- Use up your frozen food supply or give it away.
- Drain the fuel from lawnmowers and other power equipment to ensure safe transportation.

1 DAY BEFORE MOVING

- Pack a box of things you'll need as soon as you arrive at your new home. (This might include non-aerosol cleaning supplies, disposable plates and cups, light disposable plates and cups, light tools, snacks, bathroom items and bin bags.) Take this box with you or have the driver load it last and unload first.
- Aim to finish the packing today, apart from a few essentials in the kitchen and bathroom.
- Defrost, thoroughly clean and dry refrigerator.
- Dismantle & Disconnect. Unless you have arranged with the removal company, you will be expected to dismantle any self-assembly furniture that cannot be moved out in one. Take down curtains. Make sure you have disconnected the washer.

MOVING DAY

- Be on hand when the Kristof Removals team arrives and throughout the loading process. (If you can't be there, make sure someone can to direct the movers. Make sure the driver has in writing the name and phone number of that person.)
- Make a final tour of your home. See that nothing is overlooked.
- Sign the bill of lading and make sure your new address and phone number are correct.
- Lock all windows and doors, and turn off all switches

CHECK LIST

Give your new address to:

- Friends and Family
- Utility Companies
 - Telephone Company
 - Water Company
 - Electricity Company
 - Internet Provide
- Insurance Companies
- Banks and Financial Institutions
 - Checking
 - Savings
 - Loans
- Credit/Store cards
- Local Government agencies
- DVLA
- Health Providers
 - Doctors
 - Dentist
 - Veterinarian
 - Pharmacy
- Schools
- Subscriptions
 - Magazines
 - Book Club
 - Record Club
 - Newspapers
- Travel/Auto Club
- Church