

# MOVING AID

4 weeks prior to the moving date

The date of your move is coming closer and closer. We all know there are a host of preparations to be dealt with. As the moving day gets nearer, so more regularly the question arises. "Have we thought of everything and not forgotten something?"»

This Moving Aid will help you in this situation, with a few tips that have often proven useful. At the same time, we leave you room to expand on our check list to suit your own personal needs. We have laid all the "musts" out in such a way as to avoid a last-minute rush.

Place, or hang, this Moving Aid close to your telephone so that you always have it handy. As soon as you have completed something, then cross it off the list. You will see the task becomes so much easier.

- Insurance company to be informed : (Life-sickness-Accident-Household-Automobile, Insurance).
- Give thought to your removal insurance.
- Magazines and newspaper deliveries to be cancelled.
- Inform kindergarten and school of move.
- Club memberships to be cancelled.
- Are you in need of inoculations?

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## 2 weeks prior to the moving date

## 1 week prior to the moving date

- Speak to the bank about transfer or closing of the account
- Arrange with handyman for disconnection of heavy units, e.g. stove and washing machine, with preparation for transport.
- Are you in need of medical documentation, e.g. X-rays, which are held at your doctor's?
- Whilst with the doctor, arrange for prescription of any needed drugs

- Deregister with the local police
- Deregister with electricity/gas company
- Inform the post Office of forwarding address
- Deregister telephone
- Whom have you forgotten to inform of your move?
- What will you do with the goods, which are not to be moved?
- Will you need a rubbish container on Move Day?
- Have you any items at the menders, cleaners, etc.?
- Deregister your automobile

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## 1 to 3 days prior to the moving date

## The D-Day

- Check in all rooms and closets
- Mark all items that do not belong to the move
- Do you have items elsewhere that belong to the move?
- What will you do with your plants?
- Empty and clean out the refrigerator and deep freeze?
- Have you picked up all your clothing from the cleaners?
- Arrange those items and suitcases you wish to take yourselves, to one side.
- Check that you have toilet articles - cosmetics, medicines, items of special value, e.g. jewellery, bank books, and passports.

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- Reserve a parking area in front of your residence for the removal van if not arranged by the moving company
- Check that no inflammable items, paint or spraypacks, are to be packed
- Check that cosmetic bottles, etc., all have their tops screwed on tightly
- Check the number of units on the heating system, water and electricity meters. Are all windows and doors closed and locked
- Give all keys to the owner or person renting your residence?
- A tip for the packers is, as in many countries, most gratefully received

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