

**FIRST CONTACT**

- Schedule your appointment with **pack it** field supervisor to visit your premises in order to prepare a written estimate for your personalized move plan.
- Make sure to show the agent everything that is going to be moved, including the items in your yard, garage, attic and any offsite storage facility.
- Block your move dates with **pack it**

**ORGANIZE**

- Give away, sell or toss anything you do not need.
- Go through every room in your house to sort through what will move with you and what will not.
- Donate any unwanted clothing, furniture or other household goods to your favorite charities.
- Buy only the food you will need up until move day.
- Take measurements: Make sure that your things fit in your new home

**ANNOUNCE**

*Change address or cancel:*

- |   |  |
|---|--|
| <input type="checkbox"/> Newspaper delivery                                 | <input type="checkbox"/> Bank                                |
| <input type="checkbox"/> Telephone  | <input type="checkbox"/> Credit card companies               |
| <input type="checkbox"/> Internet lines                                     | <input type="checkbox"/> Insurance company                   |
| <input type="checkbox"/> Cable  | <input type="checkbox"/> Family Doctor                       |
| <input type="checkbox"/> Electricity  | <input type="checkbox"/> Club Memberships                    |
| <input type="checkbox"/> Water delivery                                     | <input type="checkbox"/> Airline frequent flyer programs     |
| <input type="checkbox"/> Generator  | <input type="checkbox"/> Loyalty Programs                    |
| <input type="checkbox"/> Stores & Facilities where you have charge accounts | <input type="checkbox"/> Cleaners and gardeners              |
| <input type="checkbox"/> Laundry  | <input type="checkbox"/> Relatives, friends & correspondents |
| <input type="checkbox"/> Educational Establishments                         |  |

**DON'T LOOSE**

*Keep important documents together*

- Airline ticket
- Passport & IDs
- Cash
- Credit Cards
- Set of Keys
- Jewelry
- Other valuable items & Papers

**PACK A BOX OF ESSENTIALS**

*This "First Nigh Box" will eliminate the frustration of searching through the boxes when you're getting ready to go to bed your first night:*

- Toiletries such as shampoo, toothbrush...
- Change of clothes
- Clean Sheets
- Towel

**CLEANING**

- Do the laundry: you don't want to move dirty clothes from one place to another.
- Clean your old home
- Make sure your new home is clean

**FINAL CHECK: 1 WEEK BEFORE YOUR MOVING DAY**

- Reconfirm your move dates with **pack it**
- Confirm your insurance option
- Communicate the insurance value



**MOVING DAY-1**

- Empty rubbish bins
- Drain fuel from mowers, generators and petrol weed eaters.
- Disconnect the gas canister
- Thoroughly clean garden tools, mowers, outdoor furniture & bikes (international)
- Empty vacuum cleaners
- Identify items not to be packed preferably place them in one area
- Ensure washing machine taps are turned off
- Empty the dishwasher
- Ensure your fridge is empty and clean
- Water plants being moved
- Take a photo of how your electronics are connected before disconnecting them.

**MOVING DAY**

- Energize: Eat a balanced breakfast and have plenty of water and snacks on hand to keep you going
- It's the big day. You'll be on the go for the better part of it.
- Take care of any children &/or pets: for their safety, keep them busy & away from the work
- Keep calm and breathe: Allow yourself breaks during the day. Keep yourself hydrated and have a positive attitude. This will make sure your move runs smoothly.

**MAKE SURE**

- You or designated people have to be present throughout the moving process.
- At Origin:** Check everything to be packed and moved has been loaded
- At Destination:** Check everything has been unloaded
- At Destination:** Sign the inventory list/proof of delivery/packing list/ Acknowledgement sheet once everything has been unpacked and back to place and all services agreed have been done

**FINALLY, IF YOU ARE MOVING OVERSEAS**

- If you are shipping your car, make sure to arrange its insurance at the country of destination
- If you are not shipping your car, make sure to arrange for long term parking or sell it
- Make sure that all your official papers are ready (passport, visa, residency...)
- Get an international driving license (remember that it is valid for only one year)
- Make sure you and your pet have all the vaccines required to travel abroad.
- Arrange your travel insurance and your health insurance abroad.
- If need be give "power of attorney" over your affairs to someone while you are absent.
- Pay all outstanding bills and loans before you leave the country.

**CAN WE BE OF ASSISTANCE?**

*Should you require any assistance let us know:*

- |  |   |
|--|---|
| <input type="checkbox"/> Car Rental                    | <input type="checkbox"/> Flight Booking |
| <input type="checkbox"/> Temporary accommodation       | <input type="checkbox"/> Cleaning       |
| <input type="checkbox"/> Temporary pet accommodation   | <input type="checkbox"/> Donation       |
| <input type="checkbox"/> Temporary nanny for your kids | <input type="checkbox"/> Other...       |

**Notes**

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