

# Checklist

- The Post Office - for mail redirection
- Telephone Service Provider
- Electricity & Gas Authority
- Water Supply Authority
- The Bank/Building Society - transfer your accounts
- The Taxation Department
- The Electoral Authority
- Insurance companies - car, house, property etc
- Motor Registration Authority
- Health Insurance Fund
- Hire purchase company
- Clubs - social, sporting etc
- Cancel magazine subscriptions, book club, wine club etc
- Your Doctor
- Your Dentist
- School - arrange for records to be transferred
- Solicitor
- Church
- Newsagent - discontinue newspaper/magazine deliveries
- Library - don't forget to return borrowed books
- Direct Debit arrangements - your bank

## Things To Do Well Ahead Of Time

- Carefully read your United Removers Dangerous Goods Listing and dispose of all flammable goods and prohibited items.
- Seek advice from the manufacturers of your washing machine, fridge, freezer and other appliances, as to whether they require attention prior to transportation.
- Sell or dispose of any furniture that you are not taking with you.
- Arrange for somebody to mind your children on packing and uplift days, if possible.
- Collect your family's dental and medical records.
- If renting, advise your landlord as soon as possible.
- If you are doing all or part of your own packing, obtain cartons from United Removers and allow plenty of time for this task.
- Take time to accurately calculate your insurance value and complete your United Removers Insurance Declaration Form.
- Backup your computer hard disk. Ensure printer, scanner etc is prepared for transport. Seek manufactures advice if you are unsure.
- Drain waterbeds ready for transport. If special tools are required, disassemble the bed frame ready for transport.
- Disassemble any built-in fixtures and fitting, ready for transport.
- Disassemble outdoor items i.e. swing sets, cubby house etc and place all bolts, screws in an envelope for safekeeping.

## Tasks To Perform The Day Before Your Move

- If packing yourself, ensure all cartons are packed, sealed and clearly labeled ready for collection.
- Keep all valuable jewellery, passports, important documentation, money, tickets etc, with you, as this cannot travel with United Removers and cannot be insured.
- Have your pets ready for collection. Remember to send a familiar toy along for company and reassurance during the trip.
- Empty and hose all rubbish bins and compost bins.
- Collect any dry cleaning or laundry.
- Ensure all accommodation and travel arrangements are booked and confirmed.
- Make sure any gas cylinders have been emptied, your local garage may assist. Please do not do this task yourself.
- Ensure fuel is drained from fuel driven appliances such as lawn mowers
- Empty, defrost and thoroughly towel dry your fridge and freezer. Quickly wipeover the inside using vanilla essence, this will assist in the prevention of odours
- Drain washing machine hoses and leave to dry overnight.
- Disconnect stereo system and computer equipment. Tape all wires and leads together
- Remember to secure the arm of your stereo and remove all CDs and tapes prior to transport.
- Please arrange to be at your home on both packing and uplift days. If you cannot attend, please have someone you trust to attend and act as your representative.
- Get a good nights sleep and leave the rest to United Removers.
- Medicines - Check that all caps, tops etc. are secure. Use clear nail varnish to seal where cap meets bottle and/or tape the tops on.
- Self-Assembly Furniture - We would prefer you to dismantle any self assembly furniture, particularly if it's made of chipboard, before the move, as the joints are seldom strong enough to survive even careful handling when moved while still assembled. We know its a bother, but they disintegrate in transit. Place nails, screws etc in a clearly marked, sealed envelope.
- Kitchen Foods In-Use - Tea, sugar, jam, etc., should be packed together. Remember that only dried foods, tins and spices can be sent for storage, no liquids, oils etc. are acceptable. Check that all caps, tops etc. are secure. Use clear nail varnish to seal where cap meets bottle and/or tape the tops on.
- Bedding - Strip beds and leave bedding folded on the mattress.
- Crockery & Cutlery - Wash up any crockery or cutlery and place them with your glass and china. If you have undertaken to pack yourself, use white paper when packing.
- Furniture Keys - Keep these in your Essentials carton to ensure that they are not lost in transit. Do not lock drawers or cupboards, if they're heavy, they may need to be emptied or moved separately.
- Garden Equipment - Have moveable sheds dismantled and garden tools cleaned and assembled together. Clean and disinfect dustbins.
- Entertainment Items - Are best moved in their original packing so it's worth having them available or getting replacement boxes from your dealer. If not our removers will modify packing materials for this task. Disconnect cords and leads from stereo, computer, TV etc. Remove speakers from the wall or disconnect from your stereo.
- Other Fixed Items - It is your responsibility to detach any fixed items that you have arranged to take with you, such as pelmets or towels rails.
- Money, Jewellery, Documents - You are entirely responsible for the transit of those valuables, unless you have taken out an insurance policy specifically covering them for the move. It's best to take them with you personally. Make sure you set aside all passports, birth certificates, car log books and other documents you may require either during the move or before your goods are delivered to your new home. Make up a special carton labelled "DO NOT REMOVE" and ensure that this is kept to one side.

## Final Checklist

- Is everything on your Take-With-Me list loaded into the car or taxi?
- Have you left anything behind? Take one last look around. Is the dishwasher emptied?
- Are all the water taps turned off?
- Is the electricity turned off at the mains switch?
- Are all the windows locked?
- Have you left your forwarding address in a prominent place?
- Have you locked and tested the back, side and front doors?
- Have you surrendered the house keys to the new owner, estate agent, solicitor or caretaker?

## Packing

If you have opted to do any of the packing, start as soon as it's convenient and record the contents on the outside of each container.

## Kitchen Appliances

If any of these require professional re-connection or plumbing, arrange for the appropriate electrician, plumber, fitter to call on moving day or the day before and again on delivery.

## Freezers

Despite their size, freezers are delicate machines, which should be prepared for removal with care. If possible, start to run-down the contents some time before the move.

We advise that you never move a freezer when full: it is quite easy to damage the frame or interior when moving, and there is always the risk that defrosting will occur on a long journey.

If you haven't been able to run-down the contents and if you can't face giving the foods away to neighbours, then United Removers can often move freezers with food in them, but at your own risk in respect of both the freezer and its contents. What can be done depends on the size, how full it is, the access at each end and how far you are moving.

On a local move, it may be sufficient to leave the machine closed. Frozen carbon dioxide can be used to keep the temperature low, as can pre-frozen blankets.

If the subject of moving your freezer were not discussed, it would be worth ringing your Move Consultant.

## Gas and Electrical Appliances

Where necessary have them prepared for removal by qualified service agents. You may need to disconnect stoves or heaters, bolt down refrigerator motors or washing machine drums, take down electrical fittings (wall heaters, electrical clocks, etc.) that are wired to the mains or get the TV aerial down from the roof.

## Fixtures and Fittings

Technically, they are defined as items fixed to the wall, ceiling or floor, but some things such as TV aerials, clothes driers and night storage heaters may not fall into this category.

It's best to make all these doubtful items the subject of a formal agreement between vendor and purchaser. It is also worthwhile including items such as fitted kitchens in the agreement.

It is wise to obtain from the vendor a full written list of what will be left: curtain rails, pelmets, fixed lighting, fireplace fittings, wall cupboards, mirrors, etc. It may be advisable to confirm with your solicitor on any items you agreed to buy from the vendor.

Similarly, if you are selling, make clear at an early stage what you intend to take with you.

### **Carpets and Decorations**

If you are laying fitted carpet, painting or sealing the floors in the new house, this is best done before the move. If you have rugs, curtains, chair covers, etc., it's a good idea to have these cleaned and/or altered – in advance.

### **Personal Travel Arrangements**

If you're moving out of the area, decide now whether you are going to need overnight hotel accommodation en route and/or for a day or two at the other end, before you actually move in yourself..

### **Car**

If you're driving, consider getting the car serviced now. Before the move, inspect the car and perform routine maintenance checks with extra thoroughness. If you are going to pack a heavy load, increase the tyre pressures as advised in the Owner's Handbook. If you are using a roof rack, check what weight you can safely carry.

### **Keys**

Solicitors normally advise clients to hand keys over only on or after settlement. Although this can be inconvenient, it does prevent possible concerns.

Your solicitor or the estate agent can usually assist in ensuring handover of keys at a time and place convenient to your schedule.