

Checklist

Have you notified the following of your change in address?

- Post Office (for mail redirection)
- Financial Institutions (to transfer and close accounts)
- Electoral Registrar
- Taxation department
- Leasing company
- Insurance company (to transfer or terminate household insurance)
- Life Insurance company
- Car Insurance company
- Health Insurance company
- School Principal (to obtain a letter regarding the status of your children in school)
- Shops and Stores where you have charge accounts
- Relatives, Friends and regular correspondents
- Club Memberships
- Publications you subscribe to
- Doctor(s) and dentist (to obtain copies of your records)
- Your Lawyer
- Your Place of Worship

Have you discontinued these services?

- Gas
- Water
- Electricity
- Telephone
- Cable Television
- Newspaper / Publication Delivery
- Internet Subscription

Have you also?

- Defrosted your refrigerator/freezer and drained all water hoses.
- Disconnected your washing machine and drained water.
- Checked with manufacturer to ensure all major appliances are correctly prepared for moving.
- Emptied all gas cylinders (first verify if they may be shipped to your destination).
- Arranged for electricity and gas companies to disconnect any fittings from the supply.
- Dispose of items you do not wish to take with you.
- Returned books, videos, etc...
- Removed your own fixtures and fittings from walls.

- Put important items such as passports and tickets in your personal luggage so they are not accidentally packed.
- Arranged for someone to look after your children on the packing days (this can be a stressful time for them).
- Washed thoroughly any items that may be of interest to quarantine (i.e. mowers, garden tools, golf equipment, bicycles, etc.).

Dangerous Goods

The following are classified as dangerous goods and cannot be stored or transported:

- Ammunition
- New or partially used cans of paint.
- Linseed Oil
- Bleach products
- Gas cylinders, Turpentine (unless emptied)
- Kerosene
- Petrol
- Cleaning fluids
- Aerosols (any kinds)
- Vegetable Oils
- Chemical sets

A few don'ts

- Don't forget to detail any high value items (e.g. antiques, furs, paintings) in your transit protection declaration - a separate valued list is requested.
- Don't put breakables in drawers.
- Don't put liquid in drawers (sauce bottles, perfumes, etc.)
- Don't overload furniture with too many items (in drawers)
- Don't store perishable foods such as cereals, flours, etc.
- Don't polish your furniture prior to your move. Polishing surfaces can cause furniture to condensate when wrapped.
- Don't store or transport jewellery, money, legal documents, taxation papers, insurance policies or other high value/irreplaceable articles (keep these items with you).
- Don't forget to check your home for any belongings the packing crew may have missed - before they leave.

One last look around...

- Anything left behind? The attic, garden, garage, basement?
- No clothes at the drycleaners, shoes at shoe repair shops, sporting goods in lockers at clubs/schools?
- Are the water heater, main power and gas taps turned off?

- If possible turn off air conditioners and use them only when necessary during the packing. Furniture kept in a constantly cooled climate may condensate when suddenly exposed to hot air. Allowing your furniture to adapt to the warm air can be helpful in eliminating moisture problems during transit.
- Pack your suitcases and move them (together with your valuables, passports, and tickets) to a safe place, such as a trusted neighbour's home. This will prevent them from being accidentally packed with your goods.
- Put your personal telephone and address book with your carry on luggage for the flight. You may want to get in touch with people later.
- Dispose of all remaining flammables, dangerous, or hazardous materials. Throw or give away bottles of nail polish, and liquids in glass bottles.
- Are your windows and doors locked? Old house keys surrendered?