



The Move Checklist

Planning for your move

- Arrange a pre-move survey with Stuttaford Van Lines.
- Sort your belongings, discard or donate any unwanted items.
- Decide on a move date.
- Confirm the date closer to the time.
- Create a room by room floor plan for placing your furniture in your new home.
- Make any veterinary, doctor or dentist appointments.
- Notify current schools & arrange transfer to new schools.
- Make travel bookings or book your car in for a service.
- Finalise accommodation requirements.
- Consider your banking requirements.
- Contact your insurance broker to transfer policies.
- Instruct the post office to forward your mail.
- Notify utility providers, telephone, gas, electricity and water.
- Cancel subscriptions or contracts such as magazine & gym.
- Gather all important documents such as leasing or purchase contracts, medical, dental and school records.
- File all your moving receipts.
- Discuss your insurance in transit needs with your Stuttaford Van Lines move consultant and start completing your insurance valuation form.
- Decide on the personal items you're taking with you such as keys and clothing.
- Research your new neighbourhood.
- Advise your friends and family of your change of address.

Leading up to your move

- Empty, defrost and clean your fridge and freezer.
- Empty petrol from your lawnmower or any other garden appliances.
- Return any items on loan such as videos and library books.
- Drain water from garden hose.
- Collect dry cleaning.
- Discard your vacuum cleaner bag.

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Leading up to your move

- Back up data on your personal computer.
- Dismantle and label your electronic equipment.
- Remove batteries from clocks, games, cameras and remote controls.
- Pack a bag with the essentials for your first evening.
- Involve your children and give them their own set of tasks such as packing a carton.
- Provide Stuttford Van Lines with your insurance application form.

The day of your move

- Make arrangements for your children and pets to be looked after on moving day.
- Accompany the supervisor while he is taking an inventory of your possessions.
- Carefully read the inventory before signing and ensure that you receive a copy.
- Do a final inspection of your home before the removal company leaves.
- Provide your move co-ordinator with all your contact details.
- Make sure the driver has accurate directions to your new home.

Delivery Day

- Provide your movers with a floor plan.
- Ensure that payment of all outstanding charges is paid.
- Be available to answer any questions that the movers may have.
- Use the packing list to mark off the items and their condition.
- Record any damage to your goods on your claim form and notify your move co-ordinator.

After your Move

- Familiarise yourself with your new neighbourhood and locate your local shopping centre, hospital, post office, petrol stations and library.
- Arrange a visit with your children to their new school and meet their teachers.
- Locate a new doctor and dentist and provide them with your family's records.
- Confirm your service with your new utility providers, telephone, gas, electricity and water.
- Find out about refuse collection days and the recycling options available in your community.