NOTIFICATION CHECKLIST

A summary sheet listing people or organizations you may need to notify of your move.

- ☐ Doctor & Dentist
- ☐ House Insurance Company
- ☐ Car Insurance Company
- ☐ Life Insurance Company
- ☐ Health Insurance Plan Company
- ☐ Insurance Broker
- ☐ Electricity & Water Board
- ☐ Gas Board
- ☐ Telephone Company, Internet Provider
- ☐ Bank
- ☐ Post Office Savings Bank
- ☐ Buildings Society
- ☐ Investment Company
- ☐ Department of Health & Social Security
- ☐ School & College
- ☐ Post Office (for mail)
- ☐ Car Registration Authority
- ☐ Motor Organization
- ☐ Hire Purchase Company
- ☐ Newsagent / Magazine Subscription
- ☐ Sports / Social Club
- ☐ Satellite / Cable Television Provider
- ☐ Church / Place of Worship

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EXPRESS INTERNATIONAL GROUP

Moving Checklist

THE EXPERTS IN THE MOVING INDUSTRY

BEFORE YOU MOVE

Electrical Appliances

EIG packing staff is not permitted to interfere with service connections. We can assist arrangements for the professional disconnection of cookers, fires, washing machines, light fittings and any other items wired directly to gas or electrical mains.

Fixed Items

Arrangements will need to be made to detach any fixed items such as pelmets, towel rails or built furniture. Fitted carpets should be professionally loosened before our crew arrives and flat-pack furniture should be dismantled. Our handyman will be able to handle the above.

Crating

For fragile items, EIG offers crating services that ensure the protection of high valued, sensitive items. Measurements are taken prior to the packing (usually during the survey) so that the crates are brought on the day of the packing. All the wood used is heat treated and of the highest quality.

Insurance

If not covered by your company, EIG can offer all risk door to door insurance coverage. A detailed inventory is required in order to issue the policy and can be sent in advance for the client to complete. Please ask your sales representative regarding this form.

FOUR WEEKS BEFORE THE MOVE

Have you:

- ☐ Confirmed the removal date?
- ☐ Disposed of any goods which you no longer need?
- ☐ Checked on resident permits, import permits, work permits ... etc.?
- ☐ Checked that passports are valid?
- ☐ Discussed with your bank any need to transfer bank accounts and funds to your city of destination?
- ☐ Notified schools and obtained copies of transcripts or reports?
- ☐ Canceled any memberships to clubs and/or organizations?
- ☐ Begin to reduce your frozen food stock?
- ☐ Organized Pet transportation where appropriate?
- ☐ Obtained vaccinations and medical certificates for travelling pets?
- ☐ Made arrangements for the sale or shipment of your car, in line with the customs regulations of your new country?
- ☐ Obtained medical certificates & records?

ONE WEEK BEFORE THE MOVE

Have you:

- ☐ Supplied EIG with contact telephone number for when you leave your residence?
- ☐ Supplied EIG with your new overseas address and temporary address (if any) before your move overseas?
- ☐ Found the marriage and birth certificates?
- ☐ Arranged for mail to be forwarded?
- ☐ Washed and cleaned garden tools and outdoor toys?
- ☐ Arranged for your children and pets to be looked after on moving day?
- ☐ Arranged for main services to be disconnected and meters read?
- ☐ Advised your newsagent of your move and requested a final bill?
- ☐ Ensured that all deposits or credits have been returned to you?
- ☐ Ensured that all lockers at work, school or sports club are emptied?
- ☐ Ensured that all items on loan are returned?
- ☐ Ensured that nothing remains at the dry-cleaners or repairers?
- ☐ Drained fuel from motor mowers ... etc.?
- ☐ Put to one side hazardous materials (i.e. paint, spray cans, acid ... etc.)?
- ☐ Informed your building manager/porter of your move date?
- ☐ Completed the insurance proposal provided?

ONE DAY BEFORE THE MOVE

Have you:

- ☐ Separated personal items which will travel with you (i.e. keys, documents, passports, tickets, medicine, vaccination, certificates, currency, birth and marriage certificates)?
- ☐ De-frosted the fridge/freezer?
- ☐ Had fitted carpets professionally loosened, where appropriate?
- ☐ Separated and labelled items not to be shipped (i.e. 'Storage/Don't pack')?
- ☐ Arranged with neighbours to leave sufficient space for parking of the removal vehicles (if not prearranged ourselves)? Collected valuable items from safe deposit boxes? (do not ship them; carry them with you).
- ☐ Given away perishable foodstuff plants. Kept paper plates, cups and plastic utensils on hand?
- ☐ Completed all laundry? Ensured that washer and dryer are empty.
- ☐ Disconnected washing machine, dryer, and dishwasher?
- ☐ Disposed of any alcohol that will not be shipped?
- ☐ Remembered passports, tickets, and money?

ON THE DAY OF THE MOVE

Walk through your home with the crew leader to give him an overview of what is to be done. Be sure that he is aware of any special needs or instructions. Remember to keep keys, passports ... etc. to one side.

Call us should you have any questions during the packing which the crew leader cannot answer.

Advise the crew of any items which you will require immediately at your destination so they can load them last (if appropriate).

After packing is complete and before our crew has departed, walk through your home to ensure nothing has been missed.

Ensure that you retain your own copy after checking and signing the Packing Inventory.

Professional expertise in the moving industry since 1970

Your Move Handled With Care