

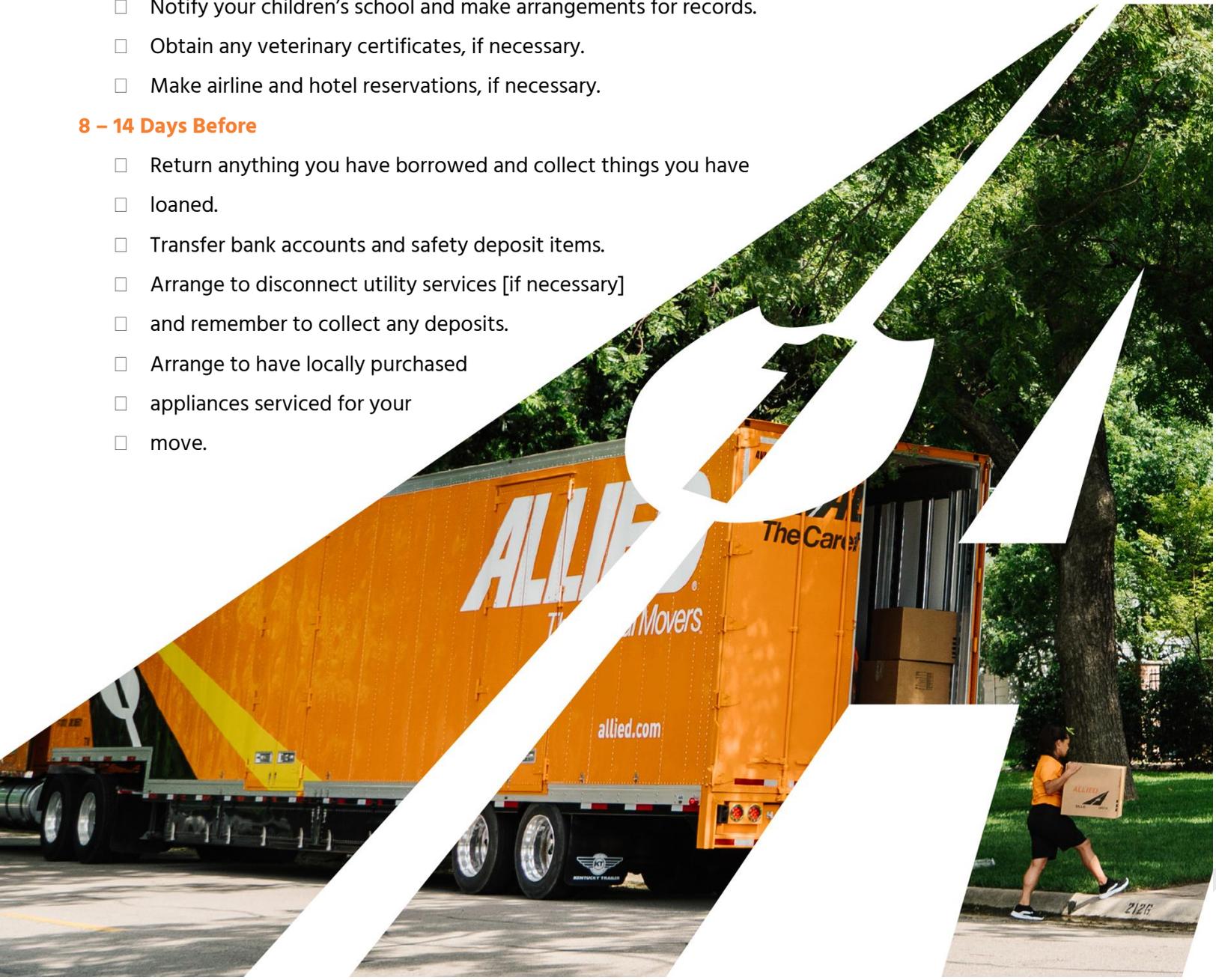
# Moving Checklist

## 15-30 Days Before

- You have selected Allied to handle your move. Please send us the “acceptance form”.
- Prepare an inventory of everything you plan to move, and determine “replacement value” for insurance purposes.
- Or select Lump Sum insurance which does not need an inventory.
- Notify your landlord, and/or building management for records.
- Make arrangements for medical or dental records, if necessary.
- Notify your children’s school and make arrangements for records.
- Obtain any veterinary certificates, if necessary.
- Make airline and hotel reservations, if necessary.

## 8 – 14 Days Before

- Return anything you have borrowed and collect things you have loaned.
- Transfer bank accounts and safety deposit items.
- Arrange to disconnect utility services [if necessary] and remember to collect any deposits.
- Arrange to have locally purchased appliances serviced for your move.



## 2 - 7 Days Before

- Dispose of all flammables.
- Plan in detail all items which you want to take with you, and particularly journey toys for the children.
- Return any local cable/ADSL equipment [remember to collect any deposits].
- Pack suitcases with clothing and personal items you will need in your new home. Keep your passport and valuables in a safe place.
- In a special box, pack items you will need immediately at your new residence.
- Label "DO NOT MOVE" on boxes with items you do not wish to move. Set aside any items for charity/donation.

## The Day Before

- Arrange for specialists to disconnect any complex/fitted electrical appliances [Allied can handle this upon request].
- Empty and defrost your refrigerator and freezer, let them air for at least 24 hours.
- Clean and air out your fridge, stove and/or oven.
- Plan a simple breakfast for the next morning, [no appliances] and use paper plates.
- Finish packing your personal things [Leave out the alarm clock!]
- Get a good night's sleep and wait for Allied to arrive.

## Moving Day

- Remove all keys from desks or safes and secure them.
- Strip the linens off your beds, but leave them assembled. The moving crew can dismantle them.
- Be on hand when the movers arrive to answer questions and sign inventory.
- Accompany the supervisor as he takes notes of your possessions to be moved.
- Check to make sure all your appliances are readied for transport.
- Place copies of the signed inventory in a safe place in the new location.
- Before leaving the house, check your closet, cupboards, cabinets, and a final sweep of all rooms.
- Make sure you have locked all doors and windows.