

# Plan your move - checklist

## Planning your move

- Notify friends, family and companies of change of address
- Accountant, bank-transfer accounts, clubs, gas, electricity, insurance, telecommunications, subscriptions, Council, obtain Doctor & school records, vet, dentist, etc
- Organise goods for disposal/garage sale
- Book **Gormans Removals** & organise insurance
- Start file on move
- Check house, attics, under house, garden, sheds etc for goods to be taken
- Make travel arrangements, or if driving ensure car in top condition
- Postal redirection
- Contact electoral office

## Before your move

- Finalise **Gormans Removals** pickup date and complete paperwork
- Request packing cartons if required and start packing, label each carton with room and content
- Arrange method of payment with **Gormans Removals**
- Arrange for pet shipment
- Confirm any travel arrangement
- Collect loaned goods, return borrowed items
- Collect dry cleaning
- Organise connection of services to new home
- Ensure loose items on boats or trailers are packed away securely
- Dispose of old medicines and flammable items
- Pack cases
- Arrange for curtains, rods, shelves TV antenna to be dismantled
- Arrange babysitter for moving day
- Arrange cleaner for new home, and move out day in your current home, closets shelves and floors
- Transporting car to new location, finalise arrangements
- If possible obtain street directory to new home location
- Cancel any deliveries
- Drain gas /petrol from various containers
- Remove batteries from devices
- Empty and defrost fridge, dispose of food
- Leave out utensils and food for meals next day
- Finish packing, ensure valuables are with you and travel documents
- If **Gormans Removals** are packing your goods they will be there
- Leave forwarding details for landlord/new tenant

## The Day You Move

- Be present to instruct **Gormans Removals**
- Collect house keys and store in safe place
- Check constantly that all has been packed
- Turn off lights, taps and lock house

## The Day After You Move

- Confirm delivery details, contact numbers with **Gormans Removals**
- Do walkthrough inspection of new home, especially if renting
- Be present when unloading and placement of furniture to happen