



# International Moving Checklist

## 5-8 weeks prior

- Have a thorough clean out – don't forget the garden shed and garage, roof cavity and under the house
- Begin to run down supplies of pantry, frozen and other perishable foods
- Check that larger appliances and furniture pieces will fit in your new home and make a list of anything you have decided not to take. If selling, prepare and lodge sales advertisements
- Keep a list of incoming mail and notify change of address for any subscriptions
- Advise friends and relatives of your move
- Prepare an inventory of everything and store it with your valuables
- If you are packing, plan how and when to pack your belongings
- Advise your children's school of your move and make arrangements with their new school
- Make necessary arrangements to move your pets

## 4 weeks to go

- Collect the family's dental and medical records, letters of introduction and children's school records
- If renting, advise your current landlord/estate agent
- Locate and/or arrange passports for you and your family

## 3 weeks to go

- Provide your change of address to your solicitor, local council, insurance companies, accountant, hire purchase companies, stores where you have accounts and clubs
- Consider disposal of your car(s)

## 2 weeks to go

- Advise your bank(s) where you have accounts including credit cards

## 7 days to go

- Notify post office regarding redirection of your mail
- Advise the Electoral Office
- Advise the Taxation Office

## 6 days to go

- Organise the final accounts for gas, water and electricity
- Contact your phone company regarding the disconnection of your mobile, landline and/or broadband services

## 5 days to go

- Ensure you have separated important documents, including passports, from the items to be packed
- List essential items you will need on moving day
- Collect any items outstanding such as laybys, dry cleaning, shoe repairs etc
- Return library books or dvd rentals
- Return anything borrowed from neighbours
- Cancel any deliveries of papers, milk etc

## 3 days to go

- Cancel any regular services such as lawn mowing
- Check with manufacturers whether your washing machine and refrigerator motors need bolting down
- Clean out medicine cabinet and take any unwanted medicines to the local chemist for disposal
- Empty rubbish bins
- Do final clear out of garage and other areas
- Dispose of flammables correctly
- Drain fuel from lawn mower and other machinery
- Take down curtains, venetians and other blinds if they are not remaining in your present home
- Prepare any bulky items which are being moved such as trampolines, garden furniture, swings etc

## 1 day to go

- Make sure gas, electricity and water meters have been read
- Defrost fridge and freezer. Remove food and wash out interior
- If Grace is arranging transport of your car, have it ready for collection and ensure you've removed all personal belongings

## The big day

- Don't worry! You are probably well organised, even though it may seem otherwise.
- Carry all valuables and important papers with you
- Make sure all taps are turned off
- Check gas, electrical switches and lights
- Lock doors and windows and collect all keys
- Check and double check that nothing has been left behind

Notes: \_\_\_\_\_  
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# Some important considerations when relocating

The contents and situation of every home varies greatly, as does the preparation required for moving. At Grace, we aim to consistently deliver on our promise to manage the safe removal and storage of your household goods.

## Kitchen

**Foodstuffs and liquids:** Absolutely no food stuffs can be moved to another country, there are many restrictions and prohibited items. Should such undeclared items be found in your shipment, customs clearance of your household goods could be delayed and can even lead to fines or legal action against you as the owner of the goods.

**Refrigerators/freezers:** These appliances must be emptied prior to removal, to ensure they are dry and ready for shipment. They should also be turned off/defrosted at least 24 hours prior to removal. Drip trays should be emptied and dried. As the refrigerator door will be closed during transit we recommend that you ensure the interior is cleaned with mild bleach followed by a wipe of vanilla essence to counteract any residual bleach odours. Where practicable, we suggest that freezers be left to stand for 2-4 hours after delivery before being switched on, therefore minimising the risk of damage to the compressor.

**Alcohol:** The importation of alcohol is forbidden in many countries, those that do allow importation will invariably impose strict criteria which may include quantity, type and level of alcohol. Alcohol may also attract duty and tax. It is our recommendation that unless you have a significant and/or important collection of alcoholic products that you dispose of them prior to moving. We can provide advice should you wish to consider shipping alcohol to your destination country.

## Laundry

**Appliances:** These must be disconnected from the power and water supply prior to removal. Similarly appliances such as clothes dryers that are fixed to the wall, must be dismantled prior to removal day. Preparation of appliances for shipment is not part of our removals service, however in most instances we are able to arrange for the necessary service to be provided by a reputable specialist.

**Washing machines:** Please drain the appliance and hoses of all water and dry the interior of the machine prior to removal. Additionally, most washing machine bowls must be secured before shipment to prevent movement and consequent damage. Please ensure that you refer to the manufacturer's handbook or contact the manufacturer for advice or service, to avoid preventable damage.

## Lounge, Family and Rumpus Rooms

With computers, printers, plasma televisions and hi-fi components, we recommend that you refer to the manufacturer's specifications for guidance in preparation of these items for transport. The vast range of appliances available includes many that require specified preparation for transport, beyond the careful wrapping and handling that we provide. We recommend that plasma televisions are crated for transit.

The dismantling and reassembly of fixtures, wall units and unconventional furniture items is not part of our service, nor do we re-affix blinds, curtains, other fittings or rehang pictures and mirrors. In most instances we can arrange for this to be done and/or recommend a reputable specialist.

## Bedrooms

Please note: Jewellery (other than costume jewellery) and money cannot be packed, shipped or stored by Grace.

The disassembly and reassembly of conventional beds is a normal part of our removal service. Items of furniture that require specialist skill or equipment (eg. waterbeds, prefabricated wardrobes etc) must be prepared for transport prior to removal day. In most instances, Grace can arrange for a specialist(s) to attend to these tasks for an additional charge. On removal day please strip beds and fold bedding ready for packing, where packing is being done by Grace.

## Workshop / Outside

Garden and outside effects such as garbage bins, lawn mowers, tools etc must be clean and if necessary, scrubbed down and disinfected prior to removal day. The dismantling and reassembly of trampolines and swing sets is part of our normal service where dismantling is necessary, and such work is not affected by rusted bolts or the need for specialised tools. Our service does not include the dismantling of outside TV antennae.

## Plants

Due to strict international quarantine restrictions, plants, seedlings, cuttings or other organic matter cannot be moved.

## Dangerous Goods

Poisonous, toxic or flammable products cannot be moved or stored.

Should you require advice or assistance at any time during your move, please contact your nearest Grace office.

You will find our staff to be hard-working and flexible.

This includes but is not limited to paint, thinners, oil, petrol, kerosene, methylated spirits, turpentine, firelighters, pesticides, weed killers, photographic chemicals, swimming pool treatments containing liquid chlorine, cleaning solvents, flammable liquids, aerosol cans, fire extinguishers or other such dangerous goods cannot be moved.

Lawn mowers, LPG cylinders, fire extinguishers, scuba tanks, gas tanks used in welding, heaters, and lamps must be emptied of fuel (using an appropriate method) and gas cylinders certified as empty by an authorised person, in the interests of safety. Batteries must be removed from all appliances.

## Firearms

As firearms are considered dangerous and pose significant potential risk to our removalists, they are not transportable by Grace.

## Preparing to Leave

To ensure nothing is left behind it is essential that at the completion of loading you accompany our senior crew leader for a final check of your home. If, for some reason, you are not going to be present for the duration of your removal it is important that you arrange for someone to act on your behalf.

## Customs and Quarantine Clearances

Grace and our destination service partner will manage the customs clearance process on your behalf but will require your cooperation prior to and during this process. You will be required to complete a customs declaration in full and furnish such documentation as required by the authorities in the destination country. This may include passports, birth certificates, death certificates (in the case of deceased estates), valuations and/or proof of ownership for unique or high value items, work permits or visas. This list is not definitive and depends very much on your country of destination. Please discuss this with your consultant.

Keys for any locked trunks, cabinets, lockers etc must be provided for the purpose of customs inspections.

## Delivery

It is important that you, or someone acting for you, be present when we deliver your goods so that we are correctly directed in the placement of furniture and cartons. You will find that this speeds up your transition into your new home.