

YOUR PERSONAL MOVING PLANNER

4 WEEKS BEFORE MOVING

- Tour your house including the attic, garage, storage shed and decide which items should be discarded or donated to charity. Consider Callan's Auction Hall.
- Contact Thomas R Callan's Removals and request an accurate estimate of charges for your moving.
- Begin to use up frozen food. Buy only what will be used before moving. It is inadvisable to move frozen goods on the van over long distances.
- Arrange for transfer of records etc. Refer to checklist.

3 WEEKS BEFORE MOVING

- Arrange for transportation of pets, including kennels. Check with your veterinarian.
- Return library books, video tapes and other borrowed items. Collect anything lent or out for repairs.
- Dispose of flammables paint, matches, pressure cans, cleaning fluids, etc.
- Notify Post Office, bank etc of your pending change of address. Refer to checklist.

2 WEEKS BEFORE MOVING

- Draw up a floor plan of your new home and indicate furniture placement. It makes moving in twice as easy.
- Set a date with a reliable service firm to prepare your appliances washer, dryer, etc for moving.
- Start packing if you have planned to do some of it yourself.
- Plan to discontinue utilities, delivery service etc. Refer to checklist.

1 WEEK BEFORE REMOVAL

- Prepare car for trip. Finish packing all suitcases and basic essentials. Plan to carry valuable documents, currency and jewellery with you.
- Drain water from garden hose and oil / fuel from power mower and other machinery.
- Dismantle large power tools such as lathes, grinders etc.
- Prepare a list of first minute items you will need upon arrival at your new home.

1 DAY BEFORE MOVING

- Empty and defrost the fridge / freezer.
- Empty and check loft and garage.
- Check keys are available for your new home.
- Pack suitcases for the move, leaving out a favourite toy for small children.

MOVING DAY

- Have a clear workspace available for packers. Point out: (a) fragile and valuable items; (b) items you will be taking with you; (c) anything to be left for new owners.
- Plan to stay home until van has left. Tour house with van operator; confirm new address and delivery time. Be sure to check destination contact phone numbers. Do final check for overlooked items. Make certain windows and doors are locked, utilities disconnected or turned off, keys transfer and lights out.
- It is a good idea to be at your new home ahead of the van to verify utilities are connected and floor plan is correct. Make arrangements for re-installation of appliances. Confirm unpacking requirements.

Thomas R Callan

THE CAREFUL AND CARING COMPANY