



RELOCATION CHECKLIST

KEY DATES & DETAILS	
Packing Date:	
Removal (uplift) Date::	
Delivery Date:	
Wridgways Removal contact:	

<input checked="" type="checkbox"/>	HOME	
	Home Owners	<p>Will you sell your property? If so, make arrangements to meet with real estate agents?</p> <p>Will you rent out you home? If so, appoint a property manager?</p> <p>Will someone house-sit your home? Have you considered an agency to handle this situation for you?</p>
	Home Renters	<p>Give notice to your landlord. What date do you need to do this by?</p> <p>Arrange for cleaning of property after vacating</p> <p>Arrange for steam cleaning of the carpets (if required).</p>
	Utilities/Accounts	<p>Arrange for your gas/electricity/telephone services to have final readings and be disconnected?</p> <p>Have all outstanding accounts been finalized i.e. rates, credit cards etc?</p>
	Newspaper Delivery	Cancel delivery of newspapers, and magazines
	Household Services	Cancel any regular services such as cleaning, gardening, pet grooming etc
	Appliances	<p>Will you be taking your electrical appliances with you? If so, do they need to be serviced?</p> <p>Seek advice from the manufacturers of your washing machine, fridge, freezer, dryer and other appliances at to whether they require attention prior to transportation.</p> <p>Do you know whether they will work in your new location, do you have the correct transformers/adaptors?</p> <p><i>📌 Helpful Tip: Refrigerators, freezers, washing machines, dyers & dishwashers should be turned off at least 24 hours prior to moving</i></p>
	Computer	Back-up your computer hard disk, ensure printer/scanner is prepared for transport
	Borrowed Items	<p>Have you returned all borrowed items, such as library books, DVD's/Videos friend's belongings?</p> <p>Do you need to request any lent items be returned?</p>
	Unwanted furniture & goods	Sell or dispose of any furniture/goods that you are not taking with you. You may want to consider a garage sale, or donating your unwanted goods to charity?
	Other	

☑	PERSONAL	
	Clothing	Have you decided on what clothing is appropriate for your new location? Consider if any clothing items might be difficult to purchase? Have you collected any dry cleaning, shoes repairs?
	Jewellery/Valuables	Have you taken down details of all your jewellery, antiques and other valuables information for insurance purposes? <i>☺ Helpful Tip: Take a dated photograph of the items as a safeguard</i>
	Valuable Belongings and Documentation	Prepare box/file of all valuable jewellery, coins, stamps, cheque books, keys from drawers, passports, important documentation, money, tickets, etc with you, as these cannot travel with removalist and cannot be insured.
	Address Book	Have you updated its contents and taken a copy? Take a copy of all contents/cards etc in your wallet/purse
	Personal Belongings	You may like to request a box from the movers to pre-pack your own personal belongings that you would prefer the removalists not to see/pack
	Miscellaneous	Are there any hobbies that may require special supplies? Do you need to take any gifts to the new location?
	Other	

☑	FINANCES	
	Credit Cards	Have you decided which cards to take, and will they be accepted in the new destination? Is the credit limit satisfactory? Are there any charge cards that should be cancelled?
	Loans	Are there any on-going payments that need to be re-arranged i.e. loans, hire purchase and insurances?
	Taxation	Are your tax affairs up to date? If not, contact your Accountant to make arrangements prior to your departure <i>☺ Helpful Tip: Prior to departure, you should seek international taxation advice relevant to your remuneration and investments</i>
	Currency	Do you have some currency for use on your arrival? <i>☺ Helpful Tip: Small bills and change are handy for phone calls and taxi fares</i>
	Other:	

☑	LEGAL	
	Passports	Are all passports current? <i>☺ Helpful Tip: Most countries insist on having at least 2 years validity on your passport</i>
	Visas/Work Permits	Do you have the required visa/work permit to allow you to work in the new location? Can your family also work and/or attend school on this visa? <i>☺ Helpful Tip: Wridgways Relocation Services may be able to assist you with obtaining the correct visa/work permit – contact your Account Manager for details</i>
	Wills	Are you wills up to date? If not, you should make arrangements to see your solicitor/lawyer/attorney Do you have a current 'Power of Attorney'? You should have any legal documents held by your solicitor/lawyer/attorney
	Drivers License	Will you need to drive in your new location? If so, you may need to apply for an international drivers permit prior to departure. If moving interstate, you can drive for three months on your license before having to apply for a license in the new State
	Car Insurance	Have you requested a statement from your insurer concerning your current cover and no-claim bonus? You may need to organize insurance in the new location
	Health Insurance	Do you need to suspend your health insurance cover whilst away? Does your current policy cover your needs in the new location?
	Transit Insurance	Have you organized transit insurance to cover both your family and goods? Take time to accurately calculate your insurance value and complete your Insurance Declaration Form well in advance of the move
	Other	

☑	MEDICAL	
	Medical Records	Have you organized copies of your family's medical records to take with you?
	Prescription	If any member of your family requires special medication, you will need to obtain a signed and dated 'Certificate of Needs' from the prescribing physician
	Vaccinations	Are you aware of requirements in the new location? If required, you will need to obtain a record or certificate available from most public health offices. Are your children's routine inoculations/immunisations up to date? <i>☺ Helpful Tip: Most countries will require evidence of children's inoculations for school enrolment purposes</i>
	Dental Records & Check-up	Do you need to arrange for a dental check-up prior to departure? Collect copy of your dental records
	Optical	Do you have a spare pair of spectacles and adequate supplies of contact lenses, a copy of the prescription may also be handy?
	Other	

☑	CHILDREN	
	Schooling	<p>Have you advised the present school of the children's pending departure?</p> <p>Are you familiar with the procedure for enrolling your child/children at school in the new location?</p> <p>Do you have the required documentation for enrolment, i.e. academic records?</p> <p>Have you requested a letter from your child's current teacher regarding learning to date and textbooks used?</p>
	Legal Guardianship	<p>If your child is staying in your home country, have you arranged legal guardianship and emergency medical care?</p> <p>You should inform the school authorities and family doctor of this arrangement.</p>
	Other	

☑	PETS	
	Care	Have you arranged for your pets to be cared for whilst you are away? Have you considered having them adopted?
	Inoculations	<p>Are your pets inoculations up to date?</p> <p>Do you have the necessary health certificates from the vet?</p> <p> Helpful Tip: Most countries will insist on a period of quarantine for your pet</p>
	Other	

☑	REMOVALS PREPARATION - WELL AHEAD OF TIME	
	Dangerous Goods	Carefully read your Dangerous Goods Listing and dispose of all flammable goods and prohibited items well ahead of time
	Children	Arrange for somebody to mind your children on packing and uplift days, if possible.
	Disassemble furniture/goods	Disassemble outdoor items (swing sets, cubby house etc), pre-fabricated furniture (such as computer desks etc) and place all bolts, screws in a clearly marked envelope for safe keeping (unless Wridgways have been commissioned to do these services for you)
	Gas cylinders	Ensure any gas cylinders have been emptied and certified by an authorised gas cylinder test station
	Access for Removalist	If required, ensure you arrange access for removalist truck, and building/lift access if applicable
	Survival Kit	<p>Prepare survival kit of last things to pack</p> <p>Pack separate bag of immediate stuff required at new location</p> <p>Put in safe place and clearly mark so that removals do not pack</p>
	Other	

<input checked="" type="checkbox"/>	REMOVALS PREPARATION – 1 WEEK TO 1 DAY BEFORE THE MOVE	
	Prepare items for removal	Empty and hose all rubbish bins and compost bins
		Drain washing machine and garden hoses and leave to dry overnight
		Ensure fuel is drained from fuel driven appliances such as lawn mowers and whipper-snippers
		Empty, defrost and thoroughly towel dry your fridge and freezer. Quickly wipe over the inside using vanilla essence, this will assist in the prevention of odours
		Disconnect stereo system and computer equipment. Tape all wires and leads together. Remember to remove all DVD's/CD's prior to transport.
		Remove dust bag from vacuum cleaner. Remove lint from washing machine filter
		Dispose of all unsealed liquids
		Remove pumps, water bottles, batteries etc from push bikes
		Do not over-water plants
		Clean and spray dog kennels, empty and clean fish tanks, and bird cages
		Wash out rubbish bins and wheel barrows
		Dispose of perishables
	Other	

<input checked="" type="checkbox"/>	WHO TO NOTIFY OF CHANGE OF ADDRESS	
	Post Office	Arrange mail re-direction
	Utility Providers	Electricity provider
		Gas Provider
		Water
	Telephone/Internet	Home phone
		Mobile
		Internet provider
	Finance & Legal	Banks
		Credit Card providers
		Department store cards/memberships
		Hire Purchase / Finance Companies
		Taxation Office
		Investment companies / Fund managers
		Financial Advisor
		Shares Registry
		Solicitor
		Accountant
		Insurance companies
		Social Security
	Health / Medical	Doctor
		Dentist
		Optometrist
		Specialists
		Private health insurer
	General	School / University
		Post Office Box
		Newspaper & magazine subscriptions
		Clubs / Associations
		Motor Vehicle Registry

		Drivers Licence
		Electoral office – state & federal
		Library
		Neighbours, relatives & friends
	Other	