

**We are excited to introduce you to  
our DO IT YOURSELF Moving  
Checking List Guide!**

**Moving abroad has a numbers of steps  
that we need to diligently follow to  
ensure a smooth and successful  
relocation journey.**



# PLAN YOUR MOVES BETTER WITH A DIY MOVING CHECKLIST

## START PREPARING 3-4 WEEKS AHEAD OF YOUR MOVE DATE

- **Planning your move and researching for moving services:** your first priority should be planning ahead of time your Relocation move, so book with anticipation the move and give more time to professional movers for planning and set up dates for placing or loading the container.
- **Collect Necessary Documents:** Make sure all family members have up-to-date passports. Documentation pieces that you should obtain are birth certificates (it's a good idea to have long-form documents as well as wallet-sized), current driver's licenses, professional licenses, and membership cards as well as marriage certificates, certificates of adoption, school records, and medical records.
- **Moving supplies:** Start collecting boxes and newspapers for wrapping. If you're packing up your entire household, now is the time to order all necessary moving supplies. From boxes and bubble wrap to tape and packing paper, these materials will help ensure that your belongings arrive safely at your new home. Also make sure to order specialty items like mattress covers, wardrobe boxes, dish barrels, etc.
- **Make an Inventory and note down their prices:** Create an inventory sheet of your valuables. Once you have an inventory of all the goods you are moving, go over the list again and sort it out to make a final list. You might want to donate or have a garage sale to get rid of unwanted items.
- **Dispose of Hazardous Items** research for restricted items, before you start wrapping and boxing your belongings, make sure you understand what items are allowed or restricted, Items that can not be included in your shipment (Check the list).
- **Decide whether to take appliances** to check out for the items that can be added to your shipment. Some of them may require extra time and effort. take into consideration that some heavy appliances are fitted and are extremely difficult to move.
- **Reserve a storage unit.** Your new home could be under renovations or there could be a waiting period before you can take complete possession. Lease space for short term storage of your heavy appliances or other valuable equipment. Usually moving companies offer storage space at discounted prices; it is always good to check with the movers before booking.

## 2 WEEKS TILL MOVE

- **Begin Packing:** You should have your inventory completed, your boxes collected and labeled, Pack on a room-by-room basis and do one area of the room at a time. It's best not to mix items from different rooms in one box. To prevent small items from being lost or mistakenly thrown out with the packing paper, wrap small items in brightly-colored tissue paper before placing them in the box. Mark moving boxes that are fragile.
- **Have rugs and draperies cleaned:** before you move to your new home and leave wrapped when returned.
- **Secure a parking spot for the moving truck:** you will need to figure out the best place to park the moving truck. If hiring professional movers, be sure to let them know the parking details as soon as possible. Those who live in a busy city may need to obtain a special parking permit as well.
- **Home repairs:** address minor home repairs before moving out (especially if you're moving from an apartment)..
- **Keep up with your Relocation company:** be on top of sending exportation documentation required by.

## 1 WEEK TILL MOVE

- **Finishing the packing process:** pack kitchenware and other essentials, be sure to label these boxes as clearly as possible.
- **Organize your packing:** Labeling helps in keeping you organized. Everything that can be put in a box should be, this helps in easy unpacking, and you'll know exactly where to find the things if you need something immediately at your new place
- **Loading effectively: if you are making the loading:** all boxes should be taped shut and stackable, **but if a mover** is making the loading, you should leave it open, for inventory purposes
- **Clean your home:** or arrange for a cleaning company to come in. It is a common courtesy you follow for new occupants in your home. Also, you can use the opportunity to throw away any accumulated junk and do a thorough cleaning of your home, so it is easy for the new occupants to settle down. You'll want the same when you move into your new space.
- **You should check:** your furniture for dent and scratches, for your record
- **Type the inventory:** and ask the mover for a template.
- **Clean out the refrigerator:** plan to defrost and dry the day before moving.
- **Drain equipment:** water hoses, propane tank, gas/oil lawnmowers.
- **Appointments:** Don't set any important appointments on your moving day

## 1 DAY PRIOR TO THE MOVING DAY

- **Double-check:** all the appliances to make sure everything is empty and there are no contents in your appliances. Kitchen utensils, cutleries, decorative items and all loose items should be appropriately packed in the cardboard boxes.
- **All pictures:** are removed from the walls.
- **Check again:** for all closets, cabinets and make sure that you're not leaving behind any important thing.

## MOVING DAY

- **Inventory:** Have a close look at your inventory and tick all the things as they are loading.
- **Loading: If you are doing the loading,** make sure the people that will help you, get there earlier than the container, normally you will only have 2 to 3 hour free for loading.
- **Count** each piece that is loaded into the container.
- **Secure** household goods inside the container with a strip.
- **Take pictures** may also be a good idea to take photos of fragile items such as appliances or lamps for liability coverage and insurance purposes.
- **Send the final packing list** to the mover.
- **Things to consider before you leave the house**
  - Water shut off Lights turned off.
  - Windows shut and locked Surrender house keys.
  - Check for items left behind.
  - Turn down your thermostat (if it's summer).