



What to Expect - Moving Checklist

4 weeks before the move

- ① Prepare detailed valuation of your effects for insurance purposes (replacement value at destination).
- ① Dispose of any effects that you do not wish to move overseas.
- ① Begin reducing your supply of frozen food.
- ① Check that all passports are valid.
- ① Check on vaccination requirements and arrange for if necessary.
- ① Make arrangements to open bank and credit card accounts at destination.
- ① Request bank and credit references for use overseas.
- ① Obtain your medical and dental records and notify medical authorities that you are leaving the country.
- ① Check regulations and organize the transportation of pets.
- ① Advise any life insurance companies of your intentions and arrange continued payment of premiums.
- ① Advise ACR if you wish to transport shotguns or firearms to your new location.
- ① Schedule your removal date with ACR – more lead time may be necessary during the summer months.
- ① Ask for final electricity, gas, water and telephone bills and arrange disconnection if required.
- ① Cancel subscriptions (or arrange forwarding) of any magazines, book clubs, etc.
- ① Notify your children’s school and arrange for school records to be forwarded to the new school.
- ① Notify ACR of your contact address and telephone number in the destination country.
- ① Notify ACR of the delivery address and advise of any possible access difficulties and parking regulations.
- ① Arrange full insurance cover for your household effects.
- ① Cancel all rental agreements, memberships, etc.
- ① Locate marriage and birth certificates.
- ① If you are a returning resident, locate your inbound packing inventory.

2 weeks before the move

-  Confirm your final moving date with ACR.
-  Dispose of alcohol, if at all possible, as this is subject to restrictions depending on the country. Contact us to find out more information regarding duties and regulations for the importation / exportation of alcohol.
-  Advise ACR if you do intend to ship alcohol.
-  Arrange for all mail to be forwarded.
-  Advise everyone of your change of address (post office, insurance companies, credit card companies).
-  Check what kind of voltage is used at destination. You may have to buy some adaptors.
-  Information contained in your computer should be backed-up into another format and sent independently of your household goods.
-  If you are moving your washing machine please ensure that you have the drum securing bolts or bar supplied by the manufacturer and secure the drum after you have completed your last load of washing. The packing crew may be able to assist you with fitting these on the day of the packing but the onus is on you to provide them with the parts and to advise them that it has not already been done.

The week of the move

-  Ensure that you have labelled everything clearly, i.e. AIR - SEA - STORAGE - DO NOT PACK, etc., for our packers.
-  Separate all personal items that you will carry with you (i.e. passports, documents, work permits, purchase invoices for new or valuable items, jewellery, money, airline tickets, clothing, toys etc.).
-  Make sure that you take enough clothes to tide you over until you airfreight or seafreight shipment arrives. Please note that unaccompanied airfreight often takes 10-14 days to arrive.
-  Make arrangements with your neighbours to allow enough parking spaces for our vehicles on the day of the move.
-  Clean outdoor items (gardening tools, bicycles etc.), empty, clean and drain appliances, vacuum all carpets / rugs, defrost the fridge / freezer etc.
-  Have all operator manuals for your electrical items ready to be packed.
-  Drain fuel from motors.
-  Re-confirm airline tickets and flight details at least 48 hours before departure.
-  Return any rented or borrowed items e.g. library books, video tapes, etc.

The day before the move

-  Remove all CDs from CD players (do not forget any that may be stored in the banks or turntables of the multi-disc units). On the underside of the unit you will usually find a locating screw: turn his to the 'locked' position.
-  Remove discs from DVD players. Likewise ensure that where provided the unit is 'locked' for transport.
-  Remove toner cartridges from printers and dispose of them. Opened cartridges can cause damages and only sealed units can be taken.
-  Dispose of all flammable and toxic cleaning fluids.
-  Should you still have the original packing for any fragile, electronic items such as TV's or stereos, we recommend that you advise the packers of this upon their arrival at your home. This packaging is customs-made to suit your equipment and may offer additional protection.
-  Unless contracted with ACR, please arrange disassembly of light fixtures, curtains, wall units etc. and disconnect all electrical appliances.
-  Prepare or arrange any food or meals you will need on moving day.

Moving day

-  If at all possible, try not to arrange to travel overseas on the same day as the move, as this will tend to add to the stress involved.
-  Show the foreman exactly which goods are to be packed, pointing out items of particular concern.
-  Our foreman will prepare a list of each packed item (e.g. 'carton of china' not a list of every item in the carton). This will be signed by him and you as a receipt for the effects being shipped.
-  Relax and watch our professional staff take over.
-  Make a final inspection before the movers depart to make sure that nothing has been missed. Check the mover's inventory and make sure you agree with any notations.

For more information, contact your relocation specialist
or download our ACR Guides from www.acrmobility.com

What to Expect – Allowance Guide

What to Expect – Moving Checklist

What to Expect – Moving Day

What to Expect – Delivery Day

What to Expect – Frequently Asked Questions