

6 Weeks before move day:

- ☐ Plan your moving budget.
- ☐ Gather all information and create a 'move information' file.
- ☐ Contact your insurance agent to transfer all your policies.
- ☐ Contact any clubs or associations for information on transferring or ending memberships.
- ☐ Familiarise yourself with your new home surroundings, requesting information on school and community calendars etc.
- ☐ Gather estimates, quotations and check how long quotations are valid for. Remember that AMC offer free pre-move survey.
- ☐ Choose a moving company that you are comfortable with and ensure that they are an accredited removal company i.e. FIDI, BAR & IAM registered.
- ☐ Auctioneers advise to de-clutter for potential viewings, AMC offer short term storage to facilitate this.

4 Weeks before move day:

- ☐ Assess all of your belongings and decline on what is to be moved by the moving company.
- ☐ Change your postal address. You can find the necessary forms at your local Post Office or from AMC's office (045 874 498).
- ☐ Decide on what belongings will be self-packed, what will be packed by the moving company and arrange suitable packing materials.
- ☐ Talk to us about tailored packing options.
- ☐ If you have young children organise a babysitter for your move day. It will be one less worry for you.

2 Weeks before move day:

- ☐ Make final packing decisions.
- ☐ Plan meals that will use up food in your fridge and freezer.
- ☐ Drain all oil and fuel from your lawnmower and power tools.
- ☐ Inform all necessary people of the move e.g. Telephone, refuse collectors etc.
- ☐ Create a checklist with dates and times of removals services, meetings etc.
- ☐ Finalise time and date arrangements with your removal company and ensure that they have directions to your old and new house.
- ☐ Arrange a collection time to collect your new keys and drop off time for your old keys.



1 Week before move day:

- ☐ Arrange for your utilities (electric, gas, phone etc) to be disconnected after your scheduled move day.
- ☐ Call ahead to have utilities connected at your new home before or on the day of your scheduled move in day.
- ☐ Make sure that AMC know the address and phone number where you can be reached until you get your new home.
- ☐ Clean your cooker, empty, de-frost and clean refrigerator and freezer at least 24 hours before moving.
- ☐ Make sure that you have arranged to have the key to your new home at least a day before you move in.
- ☐ Clean and clear your home including basements and attics.
- ☐ Arrange for suitable parking for moving vehicles.
- ☐ Ensure that all unnecessary obstacles i.e. Skips are out of the way.
- ☐ Self packed items should be clearly marked i.e. saucepans and use fragile stickers where necessary.
- ☐ Confirm contact closing times with solicitor and auctioneers.
- ☐ Ensure that you have final readings on all your utilities.
- ☐ Arrange for someone to look after your pet on move day if necessary.

0 Move Day Checklist:

- ☐ Ensure that you are at your home when AMC's crew arrive.
- ☐ Complete a walk around with AMC's foreman to show them exactly what is going.
- ☐ Ensure that you have relevant monies and documents out and accessible for you.
- ☐ Ensure you are fully contactable by phone.
- ☐ Once the removal van is loaded, have a walk around your house to ensure that you have packed everything you need.
- ☐ At your new home, give the removal crew a tour and let them know which rooms you want items placed into.

