



**WRIDGWAYS**

YOUR PRE-REMOVAL CHECKLIST





## REMEMBER TO ADVISE THESE PEOPLE

- The Post Office - for mail redirection
  - Telephone Service Provider
  - Electricity & Gas Authority
  - Water Supply Authority
  - The Bank/Building Society - transfer your accounts
  - The Taxation Department
  - The Electoral Authority
  - Insurance companies - car, house, property etc
  - Motor Registration Authority
  - Health Insurance Fund
  - Hire purchase company
  - Clubs - social, sporting etc
  - Cancel magazine subscriptions, book club, wine club etc
  - Your Doctor
  - Your Dentist
  - School - arrange for records to be transferred
  - Solicitor
  - Church
  - Newsagent - discontinue newspaper/magazine deliveries
  - Library - don't forget to return borrowed books
  - Direct Debit arrangements - your bank
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## THINGS TO DO WELL AHEAD OF TIME

- Carefully read your Wridgways Dangerous Goods Listing and dispose of all flammable goods and prohibited items.
- Seek advice from the manufacturers of your washing machine, fridge, freezer and other appliances, as to whether they require attention prior to transportation.
- Sell or dispose of any furniture that you are not taking with you.
- Arrange for somebody to mind your children on packing and uplift days, if possible.
- Collect your family's dental and medical records.
- If renting, advise your landlord as soon as possible.
- If you are doing all or part of your own packing, obtain cartons from Wridgways and allow plenty of time for this task.
- Take time to accurately calculate your insurance value and complete your Wridgways Insurance Declaration Form.
- Backup your computer hard disk. Ensure printer, scanner etc is prepared for transport. Seek manufactures advice if you are unsure.
- Drain waterbeds ready for transport. If special tools are required, disassemble the bed frame ready for transport.\*
- Disassemble any built-in fixtures and fitting, ready for transport.\*
- Disassemble outdoor items i.e. swing sets, cubby house etc and place all bolts, screws in an envelope for safekeeping.\*
- Dismantle all prefabricated furniture ready for transport, particularly computer desks, we know its a bother, but they disintegrate in transit. Place nails, screws etc in a clearly marked, sealed envelope.\*

\* Wridgways can provide this service for you, simply ask our consultants for a quote.



## TASKS TO PERFORM THE DAY BEFORE YOUR MOVE

- If packing yourself, ensure all cartons are packed, sealed and clearly labeled ready for collection.
- Keep all valuable jewellery, passports, important documentation, money, tickets etc, with you, as this cannot travel with Wridgways and cannot be insured.
- Have your pets ready for collection. Remember to send a familiar toy along for company and reassurance during the trip.
- Empty and hose all rubbish bins and compost bins.
- Collect any drycleaning or laundry.
- Ensure all accommodation and travel arrangements are booked and confirmed.
- If paying for the removal yourself, have a bank cheque or correct money ready for collection by the removal crew.
- Make sure any gas cylinders have been emptied, your local garage may assist. Please do not do this task yourself.
- 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
- Drain washing machine hoses and leave to dry overnight.
- Disconnect stereo system and computer equipment. Tape all wires and leads together. Remember to secure the arm of your stereo and remove all CDs and tapes prior to transport.
- Please arrange to be at your home on both packing and uplift days. If you cannot attend, please have someone you trust to attend and act as your representative.
- Get a good night's sleep and leave the rest to Wridgways.