

CHECKLIST

The day of your move approaches and we are well aware that this is a very busy time for you and your family. Because you already have a lot to worry about, we have prepared a checklist as a reminder.

Perhaps the most important tip we can give you *is to start with the preparations on time!*

WHAT YOU NEED TO DO ONCE YOU KNOW THAT YOU ARE MOVING

- Cancel your rental agreement / sell your home
- Arrange rental agreement/mortgage for new home
- Inquire about the possibilities of a reimbursement
- In some cases, you will be eligible for a particular arrangement. For example, if you receive social benefits, you may be eligible for special assistance. It may also be possible to receive a moving allowance from your employer.
- Plan your move
- If necessary, arrange a 'relocation leave' with your employer
- Inquire about potential tax deductions related to your move
- Request quotation from moving company, make an appointment with appraiser
- Establish definitive moving date
- Make agreements with residents of new and old home. For example, about whether or not handing over items such as curtains and upholstery
- Measure new home / Are architectural drawings and a map available?
- Measure furniture and check whether all pieces fit through the door
- Clean the new house. If necessary repaint and have carpeting placed/curtains mounted
- Ideal time to compare Internet, telephone and TV
- Look around in the neighborhood you are moving to to discover the environment
- Purchase a municipal guide and map of the new municipality
- Register children with new school and/or day care

Cancel:

- Rent and lease contracts
- Maintenance contracts
- Insurances
- Membership library
- Membership clubs
- Telephone/Internet connection
- Newspaper and magazine subscriptions
- Cancel cleaning lady/window cleaner

In the new municipality, ask for information on the following matters:

- Schools
- Doctor
- Dentist
- Stores
- Associations
- (Child) care
- Family care
- Social work
- Medical-educational agency
- Health centers
- Baby-sitter agencies
- Public transport
- Garbage collection system
- Property tax
- Regulations on the painting of exteriors
- Parking regulations for caravans and the like
- Regulations on use balconies
- Dog license
- Regulations for dogs on leash

4 TO 2 WEEKS BEFORE MOVING

- Arrange home insurance and fire/theft insurance
- Appointment for gas, water and electricity connection/shutdown
- Make a list of who you need to contact/create a directory
- Also see the 'who should I contact' checklist
- Report the move to post.nl or at the post office so that your mail can be forwarded to your new address
- Ask friends/family for assistance
- Arrange child/pet care on day of move
- Have duplicate keys made
- Have a nameplate made for your new front door
- Return borrowed books
- Move contents of chemo box to the appropriate depot
- Start cleaning up
- Get rid of the stuff you don't want to take with you to the new home

FINAL 2 WEEKS BEFORE MOVING

- Make a digital backup of your photos and hard drive and take it with you in our hand baggage (if possible)
- Arrange a parking space for the moving van at both the old and new address (if necessary, consult with neighbors about parking)
- Indoor elevator. We ask you to inform the caretaker about your move in advance. This because you will be using the indoor elevator at your old and new address a lot.
- Send moving cards/emails
- Hand in any savings stamps at local retailers
- Consult with your mover before you start packing. After all, he/she has the know-how
- Start packing once you receive the moving boxes. Packing takes more time than you might think
- Attach a coding sticker (which you will receive from the moving company) on the front of every box Also write down the names of the rooms for which the boxes are intended. Have a shortage of boxes? Contact the moving company
- Leave all keys to cupboards etc. The moving company will collect all keys in a dedicated key compartment on the day of the move
- Discuss with the moving company on how to best pack fragile items
- Roll silverware in blotting paper

THE LAST FEW DAYS BEFORE MOVING

- Mark the rooms of the new house (using the same terms as on the coding stickers)
- Clean the old house
- We recommend you disconnect your equipment and label the wires. This way you can easily connect everything again after you arrive at your destination
- Washing machine. After using a washing machine, approx. 2 liters of water will remain in the filter. It is therefore important to empty and dry the filter on the evening before the move. Although we can block the drum with packing material, it is better if you fasten the drum using the original transportation braces. In case of a long journey, you can also protect the rubber edges with talcum so they won't dry out
- Remove curtains and other hanging items
- Lamps can be removed from ceilings and walls in advance, unless they require special attention from our staff (e.g. a chandelier that must be carefully packed)

- Fridge. Don't forget to turn off the refrigerator in time. A safe margin is 48 hours prior to the move. To prevent mold during long journeys, it is important that you thoroughly clean the inside and outside of the fridge and allow it to dry properly. Don't forget the filters and treat the rubber edges with talcum so they don't dry out. During long journeys, it is recommended to place absorbent material in the device. E.g. a nylon stocking with cat litter or coffee grounds
- Keep flammable and explosive materials separately. Changes in temperature and pressure can cause leakage or even explosion
- Ensure that the packaged food items are closed properly
- Arrange for food (simple meals) and drinks (coffee) on the day of the move
- Make sure your old garbage containers are clean and empty, if possible together with the waste calendar

LAST DAY BEFORE MOVING

- Bring children to their sleepover address
- The same applies for pets
- Secure the hard disk of your computer
- In case you disassemble yourself: take furniture apart. Put the keys in a key compartment and attach to the furniture piece
- Say goodbye to your neighbors
- Reserve space for the moving van
- Leave the chemo box in your old house

THE DAY OF THE MOVE

- Separate items you wish to carry as hand luggage
- Think of passports, driving licenses, travel documents, medical records, bank and insurance papers, toiletries, toys (stuffed animals)
- Put all your keys in your hand luggage
- Cash and bank cards in your hand luggage
- Check the meter readings
- Turn off gas and electricity
- Check rooms for forgotten items
- Properly close all windows and doors
- Give old keys to caretaker/new resident

ARRIVAL IN NEW HOME

- Place items in the correct place
- Create a habitable room
- Connect the fridge Hang bedroom curtains

AFTER THE MOVE

- Contact the moving company about collecting the empty moving boxes and other moving equipment
- Change the location in your passport
- Change the location on your driving license
- Register at the town hall (report your new address within 5 days after moving at the Department of Civil Affairs)
- Make sure post is forwarded
- Meet the new school, neighbors and the rest of the neighborhood
- and freezer (allow one day of rest before turning on)
- Remove transportation braces on washing machine drum