

Your Name _____

Your Residential Consultant _____

Reference _____

Your Move Coordinator _____

ONLINE TRACKING www.crownrelo.com/login

User Name

Password

MONTH

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONTH

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PRE-DEPARTURE

- _____ Appointment with Consultant
- _____ Consultant will contact
- _____ Expected decision date
- _____ Documentation to Crown
- _____ Preferred pack/load date(s)
- _____ Vehicle/pet pickup
- _____ Your departure date

ON ARRIVAL

- _____ Your expected arrival date
- _____ Preferred delivery date(s)
- _____ Vehicle/pet delivery
- Yes / No Items not shipping? *(noted below)*
- Yes / No Visa is secured?
- Yes / No Familiar with destination?
- Yes / No More information on settling-in services?

APPROXIMATE DOOR-TO-DOOR TRANSIT TIME

TEMPORARY ACCOMMODATION ADDRESS

 Telephone: _____

DESTINATION DELIVERY ADDRESS

 Telephone: _____

CUSTOMER REQUIREMENTS/CROWN COMMITMENTS

X _____
 Customer's Signature/Initials Date

X _____
 Crown Consultant's Signature Date

► **Have you notified the following of your change in address ?**

- Post Office (for mail redirection)
- Financial institutions (and transferred Or closed accounts)
- Electoral registrar
- Taxation department
- Leasing company
- Insurance company (and transferred or terminated household insurance)
- Life insurance company
- Car insurance company
- Health insurance company
- School principal (and obtained a letter regarding the status of your children in school)
- Shops where you have charge accounts
- Relatives, friends and regular correspondents
- Clubs (and transferred or terminated memberships)
- Doctor and dentist (and obtained copies of your medical records)
- Your lawyer
- Your place of worship

► **Have you discontinued these services ?**

- Gas
- Water
- Electricity
- Telephone / Cable Television
- Newspaper / Publication Delivery
- Internet subscription
- Alarm Company
- Gardener/Lawn Maintenance
- Pool Services

► **Have you also ?**

- Defrosted your refrigerator / freezer and drained all water hoses. (Leave doors open two days prior to packing to release moisture.)
- Disconnected your washing machine and drained water.

- Checked with manufacturer to ensure all major appliances are correctly prepared for moving.
- Emptied/purged all gas cylinders. (First check if they may be shipped into your destination).
- Arranged for electricity or gas companies to disconnect any fittings from the supply.
- Disposed of items you don't wish to take with you.
- Returned books, videos, etc.
- Removed your own fixtures and fittings from walls.
- Put important items such as passports and tickets in your personal luggage so they are not accidentally packed.
- Arranged for someone to look after your children on the packing days (this can be a stressful time for them).
- Washed thoroughly any items that may be of interest to quarantine (i.e. mowers, garden tools, golf equipment, bicycles, ladders, outdoor toys, plant pots, barbeque, etc.).
- Taken ink cartridges out of printers
- Taken batteries out of remote controls/ toys
- Disconnected all electronic items prior to the packers' arrival

► **Dangerous goods**

The following are classified as "DANGEROUS" goods and cannot be stored or transported:

- Ammunition
- New or partially used cans of paint
- Linseed oil
- Bleach products
- Gas cylinders (unless emptied)
- Turpentine
- Kerosene
- Petrol
- Cleaning fluids
- Aerosols of any kind
- Vegetable oils
- Chemical sets
- Charcoal
- Matches
- Lighters
- Batteries

► **A few don'ts**

- Don't forget to detail any high value items (e.g. antiques, paintings) in your transit protection declaration – a separate valued list is requested.
- Don't put breakables in drawers.
- Don't put liquid in drawers (sauce bottles, perfumes, etc).
- Don't overload furniture with too many items (i.e. in drawers).
- Don't store perishable foods such as cereals, flours, etc.
- Don't polish your furniture prior to your move. Polishing surfaces can cause the furniture to condensate when wrapped.
- Don't store or transport jewelry, money, legal documents, taxation papers, insurance policies or other high value / irreplaceable articles (keep these items with you).
- Don't forget to check your home for any belongings the packing crew may have missed – before they leave.

► **The night before**

- If possible, turn off air conditioners and use them only when necessary during the packing. Furniture kept in a constantly cooled climate may condensate when suddenly exposed to hot air. Allowing your furniture to adapt to the warm air can be helpful in eliminating moisture problem during transit.
- Pack your suitcases and move them (together with your valuables, passports and tickets) to a safe place, such as a trusted neighbor's home. This will prevent them from being accidentally packed with your goods.
- Put your personal telephone and address book with your carry-on luggage for the flight. You may want to get in touch with people later.
- Dispose of all remaining flammables, dangerous or hazardous materials. Throw or give away bottles of nail polish and liquids in glass bottles.
- Place keys to house and cars in a safe location

Get a good night's rest !

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