

PRACTICAL INFORMATION FOR MOVING BY YOUR ACKNOWLEDGED MOVER

Moving is not done on a daily basis. Fortunately, because it is not simply done. You will acknowledge this when you read this practical information folder, drafted by your Acknowledged Movers; Acknowledged Movers have a world of experience. Only experienced moving companies become Acknowledged Movers.

To become an Acknowledged Mover, one had to be a professional. One has to have furniture trucks, which are solely for moving and therefore as clean as can be. One has to have necessary materials and the right equipment. One has to have professional personnel, keep to one's appointments and time schedules agreed upon. In case something goes wrong and damage is caused, one has to compensate the damage. An Acknowledged Mover calculates a fixed total moving price up front and no extra costs will be charged to the customer afterwards.

So, Acknowledged Movers provide for a care-free move with lots of comfort!

Penninck

You can find us in the Yellow pages.

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In this folder you will be given information about how to control your move and when to take certain necessary actions.

1. As soon as you know the date of moving

- Make an appointment with a Acknowledged Mover
- Terminate the rent of your present house
- Offer your present house for sale
- Arrange the mortgage
- Apply for the move of your telephone number/apply for a new telephone number at the phone company
- Inform the school(s) of your children about the move
- Arrange the sale of floor-covering etc. With former and future residents
- Get information about possible rent subsidies
- Apply for leave of absence for moving with employer
- Get information about possible compensations by employer for the costs of moving
- Get information about possible tax compensations for the costs of moving
- Take measures at the new house
- Terminate housekeeping
- Fill out a form for change of address at the post office
- Start throwing away things you will not take with you to the new house

Move to another city?

- Apply for a license for establishment at the municipality
- Get a city map and a city information guide

Get information about:

- Schools
- Clubs
- Child care
- Family care
- Social work
- Health centre
- Public transport/transfer
- Household refuse collect system
- Dog-tax
- Municipal regulations

2. 4-2 weeks before the date of moving

- Apply at the new school(s) of your children
- Order visiting cards
- Notice all insurance companies
- Terminate subscriptions of energy, gas and water for your present house
- Apply for energy, gas and water for your new house
- Make an appointment with an electrician for placing domestic appliances in your new house
- Order a door-plate for your new house
- Throw away more things you will not need to take with you to your new house

3. 2 weeks before the date of moving

- Send away cards for address change (see A)
- Arrange child care on the date of moving
- Arrange pet care on the date of moving
- Change saving-stamps at the shops
- Terminate the rent your P.O. box and apply for a new P.O. box
- Returns book to the library
- Put away important documents which you will not need immediately and jewellery in a bank safe
- Throw away or offer for sale anything you will not take with you to your new house
- Start packing (see C)

4. A few days before the date of moving

- Clean the new house and "mark" the rooms
- If necessary, tear loose floor-covering
- Take down the lamps
- Take down the curtains
- Notice furnishers and suppliers
- Take down antennas
- Pack anything you will need for these last few days
- Buy simple meals for the day before and the day of moving
- Check coffee supplies
- Call in municipal scavenging department for taking away refuse
- Secure safety of washing machine
- Poke loose garden plants (if the season is right)
- Leave refuse containers empty and clean, and, if possible, the household refuse schedule
- Take away poisonous or substances to the municipal depot;

5. The day before the move

- Thaw and clean refrigerator
- Maximize freezing capacity of full freezer
- If possible, dismantle furniture
- Take out the pendulum of the clock(s)
- Reserve a parking spot for the furniture truck with your own car(s) and, if necessary, the neighbours car(s)
- Pack the last things
- Put the garden plants in baskets or plastic bags

6. Date of moving

- Take down all of the curtains
- Put your keys in the hand luggage
- Put your money, credit cards etc. in the hand luggage
- Check the house for the last time for things you may have forgotten
- Write down the stand of the meters
- Turn off the gas and electricity (except in case the energy is necessary for the heating)
- Drain the piped water
- Close the doors and the windows carefully
- Give the keys of your house to the landlord or to the new owners
- Wave at your neighbours the last time

**YOUR ACKNOWLEDGED MOVER WILL ASSIST YOU ALL DAY IN ANY WAY.
HE HAS GOT THE NECESSARY KNOWLEDGE AND EXPERIENCE**

7. Arriving at your new house

- If possible, get everything placed in the right spot
- Check everything you unpack for damage
- Pay you Acknowledged Mover
- As soon as possible, get one room fixed so you can "live" in it
- Hang up the curtains in the bed room
- Do not install the refrigerator or freezer immediately, leave them to adjust for at least one day
- Remove the security of the washing machine

8. After the move

- Unpack everything
- Get the door-plate fixed
- If necessary, report any damage made during the move to your Acknowledged Mover (check the Term of Moving, article 13)
- Contact your Acknowledged Mover for removal the empty moving boxes
- If necessary, report any damage at your new house to your new landlord
- Introduce yourself to the new landlord
- Report your change of address within 5 days at the city of residence
- Get the key for your new mailbox

A. Who has to know where you are moving?

- Your employer
- Family
- Friends and acquaintances
- Neighbours
- Business relations
- The municipality where you are moving to
In case you are moving to a foreign country, within 5 days before leaving you have to report your move at the municipality where you are registered
- Doctor
- Specialist
- Dentist
- Pharmacy
- All insurance companies
- Banks
- Notary
- Regular suppliers
- Schools
- Course institutes
- Garage keeper
- Clubs
- Trade-union
- Political party
- Tax inspector
- Administrations of papers and magazines
- Broadcasting society
- Book club
- Charitable institution
- Churches
- Mail-order companies
- Tax offices
- New owner of your former house

B. What to know about your new house?

- Measures of all rooms
- Measures of all doors
- Measures of all windows
- Possibilities to hang up sun-blinds
- Measures of walls under all windows
- Available space for refrigerator
- Available space for kitchen-range
- Central aerial connections and distance to television and audio sets
- Number and place points
- Regulations of the landlord
- Municipal regulations for placing aerials
- Schedule of municipal cleaning
- Availability gas connection
- Schedule of chimney cleaning

- Check for a special connection for electric cooking
- Check permission to keep domestic animals
- Check space for placing the furniture truck in front of the house
- Check space availability of hoisting beam
- Check availability of elevator
- Check availability elevator
- Check space for placing a furniture elevator

C. Packing- a different story

- Before you start packing, ask your Acknowledged Mover for information about packing
- Start packing as soon as you have received the moving boxes; it will cost more time than you think!
- Note the contents of the boxes and the concerning room
- If you need more boxes, contact your Acknowledged Mover
- Hang up your clothes in the special clothing boxes
- Lock closets etc.; keep the keys in the hand luggage
- Pack your books in the special book boxes or spread them in different boxes; fill up the open spaces with light things
- Pack bottles upright in the boxes; keep substances which are inflammable and dangerous separated!
- Ask you Acknowledged Mover for information about the packing of breakable things; insurance for damage caused by breaking applies only in case your Acknowledged Mover has done the packing and unpacking of your things!
- Wrap up plates and silverware in blotting-paper
- While packing, do not combine sharp and vulnerable things
- Lock the arm of your pick-up, keep the element apart
- Prepare your computer and CD-player for moving
- Do not pack big mirrors and painting yourself; your Acknowledged Mover will take care of this
- Pack small plants together in a box; do not pack big plants yourself; your Acknowledged Mover will take care of this
- Ask your Acknowledged Mover for advise in case you have a problem your Acknowledged Mover is the right person because he has the knowledge and experience!