**Date of Packing: Date of Shifting:**

**From city: To City:**

**Planning:**

* List down the items you want to carry along in your new home.
* List down items you want to dump.
* List down items you want to donate.
* Buy some boxes to pack your household stuffs.
* Buy a bubble wrapping sheets if you are carrying delicate things.
* Contact and book a ‘packer and mover’ company if you cannot do so many things on your own.
* Make sure that you organize schooling and preschool transfers, if you have kids.
* Convey all the companies and banks with which you have to deal, about your home shifting.
* Give the companies and banks your new address.
* Empty the gas cylinders and air bottles, and keep their valves open, and dispose them safely before shifting.

**Two weeks before shifting your home**

* Before shifting confirm all important details and contact numbers with your mover and packer company.
* Confirm all important details and contact numbers with the real estate agent.
* Cancel the service and settle the bills of your newspaper man.
* Cancel the service and settle the bills of your milkman
* Cancel the service and settle the bills of your cable-operator.
* Cancel the service and settle the bills of your sweeper/servant.
* Cancel the service and settle the bills of your gardener.
* Cancel the service and settle the bills of your gas-cylinder provider.
* Book people to carry out services which you cannot do yourself, for example unplugging the electronic appliances
* Put important items and documents in a plain and sturdy box for safe keeping.
* Make arrangements to pay for your move
* Ensure that you have sufficient cash assets in the bank
* Clean the new home before you move in.

**One day before shifting:**

* Defrost the fridge and freezer, and ensure that they are completely dry before moving.
* Fill all bags/cartons with all items that you wish to transport yourselves.
* Ascertain access details and key collection for your new home.
* Remember to prepare a box which will include important medications, first-aid kit, and other emergency essential items.

**On the day of shifting:**

* Be ready for your mover and packer company to arrive, so that they can identify whether any boxes need special care or not.
* Have plans at hand for furniture placement in new home.
* Continue checking your house, in order to see whether you have forgotten any items are being loaded.
* Turn off the power switches in your old house to ensure safety.
* Give your movers several copies of emergency contact details and directions to your new house.
* Keep copies of contact details of every important person with yourself.