



RAFFLES INTERNATIONAL

DOMESTIC RELOCATION CHECK LIST

("RDRCL")

TWO TO FOUR WEEKS BEFORE

- Identify the items that are moving to the new house
- Arrange a move survey with the moving companies
- Select your moving company
- Start cleaning up the unwanted items
- Confirm the move date
- Notify your children's school, post office, banks, telephone service provider, friends and all relevant parties about your move and the new address
- Check larger furniture and appliances and ensure these can fit in your new home
- Inform the moving company if you have anything to dispose or transport to a different location

TWO TO SEVEN DAYS BEFORE

- Do final clearance of store rooms, garage and other areas
- Reduce the stock of perishable items
- Inform and set up time for disconnection of telephone landline, cable TV and broad band services
- Confirm the landline connection, cable TV, broad band services at the new home
- Collect the key for the new house and confirm the new house is ready to move in



ONE DAY BEFORE

- Disconnect the fridge and freezer and clean ready to move
- Read and note down electricity, gas and water meter readings
- Make sure important documents, cheque books, jewelry and cash etc are removed and kept in safe custody

THE MOVE DAY

- Raffles International professional crew is at your home at 9:00am
- Sit back and relax after a walk around with the crew leader
- Ensure gas and electrical switches are switched off
- Do a final walk around with the crew leader to ensure nothing has been left behind
- Ensure all important documents and valuables are in your custody
- You are now ready to handover the house and proceed to the new home

WHEN YOU REACH THE NEW HOME

- Raffles crew will move the packages to the specified rooms/locations
- After all the unpacking and assembly are completed, check the condition of the items and report any damages/exceptions to the crew leader
- Identify the boxes that you want to self-unpack on a later date
- Sign the delivery documents
- Complete the Raffles International feedback/service report form