

- Select a moving company (except for US moves) and reconfirm the exact date of your move in consultation with ABMR; set up an appointment for a company representative to visit your home for a Household Effects Survey.
- Before the mover's representative arrives, do your own survey of your belongings and decide what to keep and what to discard.
- Make sure the mover's representative sees everything that will accompany you to the mission or go into storage; advise of any imminent purchases; keep in mind your overall weight limitations.
- Carefully prepare a detailed inventory of all your possessions and divide it into sections for Storage, Air, Sea and/or Road Shipment and Accompanying Baggage; note items of particular value, those covered by private insurance, and those which will not be shipped at the employer's expense.
- Make sure you are aware of the mover's and the Crown's maximum liability in the event you have a loss or damage claim. Arrange to get qualified estimates for items of particular value. If necessary, obtain a written appraisal for valuable items such as antiques, jewellery, furs and paintings. Purchase the necessary additional "all risks" coverage based on the replacement cost of your effects and included items such as jewellery and furs.
- Communicate with your landlord to arrange termination of your lease (when final PCF issued). If you are an owner and plan to rent, start advertising for a tenant or retain the services of an agent.
- If you are eligible, proceed to the mission on a house hunting trip; in any event, tap the expertise at the Mission for specific information relating to the availability of private accommodation and, if you have school age children, educational facilities.
- Make transportation arrangements for any pets that will accompany you to the mission; have your pet examined by the veterinarian and given any necessary inoculations; obtain certificates.

#### **FOUR TO FIVE WEEKS BEFORE DEPARTURE**

Prepare a list of people and organizations who should be notified of your move:

- Relatives:** Give your relatives the appropriate emergency telephone numbers so that in the event of death or serious illness in the family, you can be notified immediately. Tell your relatives to call the Employee Assistance Program (EAP) Counsellors, Brenda Abud-Lapierre at 992-6167, Laurier Beaudoin at 992-1641 or Barbara Barr at 995-9547. These counsellors will be able to contact you quickly.
- Friends**
- Business Associates**
- Professional Services:** Doctor, Paediatrician, Dentist, Orthodontist, Lawyer, Accountant, Broker
- Insurance Services:** Life, Homeowners' or Tenants', Automobile
- Banking Services**
- Credit Cards**
- Accounts Payable:** Department Stores, Car Loan, Mortgage, Finance Companies, Ontario Hydro/Hydro Quebec, Bell Canada, Heating Fuel