



## Move Starter Kit



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**The SIR Group**  
Delivering Moving Solutions





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Thank you for your enquiry and interest in our relocation services. Established in Singapore since April 2006 and helmed by British PR Charlie Scott and Singaporean Shyla Mathews, SIR Move is a home grown successful and well-respected brand with several business awards to our name.

With a branch office in Kuala Lumpur Malaysia and a global partner network, SIR is firmly positioned to offer competitive Complete Move Solutions for every transferee for all International and Domestic Moves including Insurance and Storage.

As one of the few moving companies in Singapore with worldwide quality control accreditation, we provide you with the prerequisites expected of a quality brand and more.

We are determined to ensure that you are never alone in your journey. The dedication has no end; at all times we are present to offer advice, a listening ear, and a lending hand. That is the difference that is SIR MOVE.

After this initial survey of your household goods, you will receive a formal quotation to confirm all the details of your move. Upon receipt, we will contact you to follow up and answer your questions and any concerns. Please note that this is an initial quotation and if you have a specific budget in mind, we can work around your shipment by giving you advice and options in regard to your shipment.

Once we have agreed on the quote and specifics of your move, you will be assigned to a Move Manager to start the planning phase for your upcoming relocation. You will experience our popular and sought- after SIR MOVEPREP™ that is a proven moving methodology that helps you plan and anticipate your moving needs.

SIR also provides the following services. Do ask your Move Surveyor for more information should you need assistance.

#### **COMPLETE MOVE SOLUTIONS:**

- Storage
- Insurance
- SIR MOVEPET
- SIR MAKE A DIFFERENCE – Donation of gently used Items to selected charities
- Moove My BOX (MMB)

Do reach out should you need more information on any of our services.  
Have a beautiful day ahead.

From  
THE SIR MOVE MANAGEMENT TEAM



#### One Month Before Moving

☐ Pick up a Change-of-Address Kit from the Post Office or make your own up with web-based templates. Also notify the address change with:

- Friends and family
- Banks
- Insurance companies
- Credit card companies
- Magazines and newspapers - cancel local newspaper delivery
- Doctors, dentists and other providers - transfer drug prescriptions
- Local Animal/Pet Authority for Licensing
- Past employer (if relevant)

☐ Take a look around the house. Start to think about what you don't want to take with you.

- Use up perishable foods
- Sell, donate or hold a garage sale for unwanted items

☐ Prepare a list of what you want to move.

- Large appliances
- Outside furniture

☐ For full-service moves:

- Get written estimate from SIR Move Services
- Get appraisals of high-value items in case of future claims

☐ Stop by and make arrangements for picking up your important records:

- Birth
- Doctor
- Dentist
- Legal
- Optician, optometrist
- School
- Veterinarian

☐ Close out your bank accounts:

- Checking
- Savings
- Safe Deposit Box



## YOUR MOVE STARTER KIT

### Personal Moving Checklist

- ☐ Start a new bank account in your destination
  - Transfer account from current bank to branch location.
- ☐ Contact your child's new school and notify them of your upcoming move to their area.

### Two Weeks before Moving

- ☐ Pack your vital documents in one place:
  - Passports
  - Military records
  - Mortgage records
  - Marriage license
  - Birth certificates
  - Vehicle titles
  - Stock certificates
  - Insurance papers
  - Bank records
  - School records
  - Medical records
  - Tax records
- ☐ Make arrangements to disconnect your utilities. Get refunds for any deposits made. Have meters read. Provide your current utilities provider with your new address for them to send their final bill:
  - Cable / WIFI/ - return box if necessary
  - Electric
  - Gas
  - Internet access
  - Telephone
  - Water
- ☐ Make arrangements to connect utilities at your new residence if possible.
- ☐ Make arrangements for cleaning.
- ☐ Inquire about your new destination auto licensing procedure and auto Insurance rates.



## YOUR MOVE STARTER KIT

### Personal Moving Checklist

☐ Check with your insurance company about transferring coverage to your new home.

☐ Arrange to have a sitter/family/helper watch your children on moving day.

### One Week Before Moving Day

☐ Dispose or drain any flammable items:

- BBQ Pit Gas, Gas used for Grass cutters
- Paint
- Aerosol cans

☐ Plan what goes in the car/airplane with you:

- Toys and games for kids
- Important documents and records
- Change of clothes and toiletries for your first day
- Vacuum cleaner - if you want to clean right away (Domestic Moves Only)
- Toilet paper (Domestic Moves Only)
- First aid kit
- Food kit with bottled water, cereal, bananas (Domestic Moves Only)

☐ Make travel arrangements for your pets.

☐ Purchase moving insurance from SIR Move Services.

### The Day Before the Move

☐ Defrost, clean and air out your refrigerator.

☐ Clean your stove.

☐ Purchase traveller's cheques for other possible expenses.

☐ Get a simple breakfast ready for the next morning.

☐ Pick up ice and beverages for moving day.

☐ Take down curtains and curtain rods.



## YOUR MOVE STARTER KIT

### Personal Moving Checklist

- ☐ Get a good night's sleep.

#### **Moving Day**

- ☐ Strip your beds.
- ☐ SIR Supervisor will start briefing and walk around when the team arrives. Keep all valuables in a safe place.
- ☐ Get all keys together. Put inside SIR KEY BOY provided and label KEYS – DO NOT MOVE.
- ☐ Check all rooms one last time. Remember closets and cupboards, storerooms and yard! Make sure all windows and doors are locked.

#### **After Moving**

- ☐ Explore your new neighborhood. Locate the nearest convenience and hardware store, pharmacy, supermarket, DVD rental, school and library, etc.
- ☐ Check smoke alarm, carbon monoxide detectors, and fire extinguisher.
- ☐ If necessary, install a new door lock and/or dead-bolt.
- ☐ Update your address information if you haven't done so (driver's license, car registrations, insurance, credit cards, bank accounts, voter registration). If you have not received your security deposit, call your landlord to confirm your new address.

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MOVING COMPANY

Company Name	Estimate	Inclusions	Exclusions	Insurance	Storage

**MOVING EXPENSES**

	<b>Estimate</b>	<b>Budget</b>	<b>Actual Spent</b>
Moving Company Deposit			
Balance of Payment			
Rental Deposit @ New Home			
Transport/Flights			
Food and Beverage			
Cleaning Supplies			
Mail Forwarding			
<b>TOTALS</b>			





## FIRST NIGHT IN YOUR NEW HOME CHECKLIST

FOR YOU	Food & Drinks	Practical
<input type="checkbox"/> Bedding	<input type="checkbox"/> Paper/plastic cups, plates, cutlery for adults & kids	<input type="checkbox"/> Basic Cleaning Supplies
<input type="checkbox"/> Toilet Paper	<input type="checkbox"/> Paper Towel	<input type="checkbox"/> Rubber Cloves
<input type="checkbox"/> Toiletries	<input type="checkbox"/> Wet Ones	<input type="checkbox"/> Ziploc Bags
<input type="checkbox"/> Hand Soap	<input type="checkbox"/> Dinner/Take out Menu	<input type="checkbox"/> Trash Bags
<input type="checkbox"/> Towels	<input type="checkbox"/> Breakfast Menu	<input type="checkbox"/> Scissors
<input type="checkbox"/> Pajamas	<input type="checkbox"/> Snacks/Biscuits	<input type="checkbox"/> Screwdriver & Phillips Head
<input type="checkbox"/> Work Clothes	<input type="checkbox"/> Instant Coffee/Tea Bags	<input type="checkbox"/> Hammer
<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Milk, Bread Cereal, Bananas	<input type="checkbox"/> Pliers
<input type="checkbox"/> Vitamins	<input type="checkbox"/> Pet Treats/Food	<input type="checkbox"/> Flashlight
<input type="checkbox"/> Medications	<input type="checkbox"/> Kids Treats	<input type="checkbox"/> Candles
<input type="checkbox"/>	<input type="checkbox"/> Corkscrew/Bottle Opener	<input type="checkbox"/> Phone Chargers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Pen and Paper/Notebook
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Permanent Markers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>KIDS</b>	<b>Papers</b>	
<input type="checkbox"/> Baby/Children Supplies	<input type="checkbox"/>	<input type="checkbox"/> Important Documents
<input type="checkbox"/> Bedding	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Toothpaste/Toothbrush	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pajamas	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Night Light	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Change of Clothes	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Favorite Toys/Soft Toy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Entertainment Bag	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## YOUR MOVE STARTER KIT

### Moving with Pets

#### Three Months Before the Move

- **Assess your pet.** Make an honest assessment of your pet and how they deal with stress. The worse your pet reacts, the more time you'll need to prepare him for the move.
- **Make travel reservations.** You can either handle all the logistics of moving your pet or you can choose to hire a professional handler who will assist with vaccinations, boarding if required, quarantine laws applicable and all documentation for exit, entry and flight. SIR Move has a reliable pet handling service do enquire directly for more details.

#### One Month Before

- **Take your pet for a check-up.** Visit the vet to get your pet a clean bill of health before moving. While you're there, make certain vaccines are up-to-date and get a full prescription of any medications.
- **Consider anxiety medications.** If you anticipate that your pet will experience high anxiety during the move, your veterinarian may be able to provide you with medication to relieve his stress.

#### Two Weeks Before

- **Make arrangements with a friend or hire a pet sitter.** Your goal on moving day is to keep your pet as safe as possible, so make alternate arrangements for when the movers are present.

#### One Week Before

- Inspect your pet carrier/crate and ensure your pet is comfortable and is getting used to it. Put their favourite toy/blanket.

#### A Few Days Before

- **Don't forget to leave out your pet's food.** Think about leaving out a few pre-packaged meals for your pet, so you can pack some supplies and still have food at the ready.

#### Moving Day

- **Keep your pet in a safe location.** If you aren't leaving your pet with a friend or sitter, keep her safe in a crate or quiet room.
- **Don't feed right before travel.** If you are using a professional pet handler they will advise all the pre-requirements before they pick your pet for pre-flight arrangements.

#### After the Move

- **Re-create the old environment.**
- **Take time to reconnect.**
- **Keep a close eye on your pet.**
- **Find a new vet.**



## YOUR MOVE STARTER KIT

### Moving with Kids

#### Two Months Before

- ☐ Talk to your kids
- ☐ Pick a school.
- ☐ Get vital records.

#### One Month Before

- ☐ Make moving day arrangements
- ☐ Downsize toys
- ☐ Collect contacts

#### Two Weeks Before

- ☐ Throw a goodbye party
- ☐ Do your research
- ☐ Take pictures

#### One Week Before

- ☐ Pack a special bag
- ☐ Bid adieu to your town
- ☐ Return items

#### A Few Days Before

- ☐ Plan the trip
- ☐ Buy essentials
- ☐ Last goodbyes

#### Moving Day

- ☐ Allow them to grieve
- ☐ Begin the adventure
- ☐ Pack strategically

#### After the Move

- ☐ Have some fun
- ☐ Connect
- ☐ Be proactive



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## FIDI Facts and what it Actually Means to Relocate with a FAIM TOP PERFORMER

### TOP PERFORMER



In September 2019, SIR completed our Quality Audit with FIDI and was recognised as a Top Performer.

The [FIDI Global Alliance](#) developed a worldwide Quality Standard dedicated exclusively to the international moving industry known as “FIDI Accredited International Mover” (FIDI-FAIM).

FIDI-FAIM is an accreditation programme, providing international movers like SIR Move Services with the possibility to have a periodic independent assessment of our cross-border and international moving activities.

The main objective of FAIM is to provide a worldwide common Standard for managing and performing the international moving services in a uniformed, quality minded and effective way.

**Therefore, when you are planning an international move, we would recommend that you choose FIDI qualified international moving companies as they all work towards the same controlled quality standards.**

### THE FIDI-FAIM Quality Management Programme ( [www.fidi.org](http://www.fidi.org) )

The [FIDI Accredited International Mover \(FAIM\) Quality Management Programme](#) is the most rigorous and the only quality certification programme dedicated exclusively to the international moving industry. It was developed by FIDI; taking ideas and best practice from the best of large, small, private and public international moving companies from around the world.

In order to be accredited by FIDI, a company has to comply with over 200 quality requirements which cover every aspect of the administration and performance of an international removal. These



take into account every facet of a moving company's operations and services to customers, procedures, staff training, vehicle and warehouse maintenance and facilities.

In addition, every FIDI Affiliate has to go through a periodic independent assessment of their international moving activities designed to ensure that each FIDI-FAIM certified company maintains this expected high level of quality at all times. The assessment is performed by the external auditors Ernst & Young. If the company fails their assessment, they are terminated from FIDI.

**FIDI Top Performers” are applicants who are:**

- Immediately FAIM 3.2 compliant on the day of their audit with 0 NCV. (non -compliance)
- Submitted on-site pre-audit documentation within the requested time - frame. Conducted Internal FAIM Audit (IFA) within the requested time frame.

For more information, a consultation or an international moving quote contact [amy@sirmove.com](mailto:amy@sirmove.com) , ring 65 6534 7345 or visit <https://www.sirmove.com/residential>

*\*\*Information for this article was adapted from [www.fidi.org](http://www.fidi.org)\*\**

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A member of THE SIR GROUP