

# CHECKLIST ON RELOCATING TO NEW PREMISES



## 01 - BEFORE MOVING

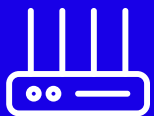
- ✓ Check the rule and regulations set by your strata or building management to ensure a smooth transition when moving home.
- ✓ Organize your valuable and important documents in a designated folder for safekeeping.
- ✓ Ensure you have all the necessary boxes and equipment ready for a smooth move.
- ✓ Bid farewell to unnecessary items or donate them to declutter your space.
- ✓ Make your new place sparkle and cozy, just like home sweet home.
- ✓ Hire cleaners and if necessary, a waste removal company.
- ✓ Create a schedule for cleaning out your refrigerator, ensuring you utilize perishable items to minimize waste.
- ✓ Find the ideal moving service solution and ensure they are well-informed about your requirements.
- ✓ Secure the status of your renovation and moving dates, ensuring a smooth and stress-free transition.
- ✓ Start packing up those non-essential items. Don't forget to label each box so you can easily drop them off and unpack later.
- ✓ Reach out to utilities companies, including electricity, water, sewage, and other essential services, to guarantee a seamless transition to your new location.
- ✓ **Get your new premises ready for Unifi equipment installation by ensuring all power plugs and sockets are prepared.**
- ✓ **Looking to relocate your Unifi? Don't worry! Just hop on over to [here](#) and submit your request. Make sure you have a utility bill for your new address and double-check that your new place is all set and ready to go.**

*Note: Essential checklists for relocating your Unifi service are highlighted in Blue*



## 02 - DURING MOVING

- ✓ **Dismantle and pack your current Unifi equipment**
- ✓ **Remember to bring along all your existing internet service equipment**
- ✓ **Boost your experience with our selections of Unifi add-on/upgrade packages**
- ✓ Don't forget to let your movers know if there are any specific instructions for fragile items like glass or your TV.
- ✓ Before you leave, take a final walk-through of your old place to ensure you haven't missed anything.
- ✓ Don't forget the basics: turn off water lines, switch off lights, and lock windows before leaving
- ✓ Give your old place a final clean and dispose of any trash



## 03 - AFTER MOVING

- ✓ Make sure everything has been moved to the new place
- ✓ Arrange the big furniture and unpack the important things
- ✓ **Excited for your Unifi installation? Track your appointment here.**
- ✓ **Make sure you or your representative is at the new place during installation**
- ✓ **Our Unifi Care Crews will be there to help you with the installation**
- ✓ Enjoy your Unifi! You can upgrade your plan or add on more services after the move

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