



MOVING CHECKLIST

WHO WILL MOVE YOU?

- Find a professional moving company - do your internet research
- Obtain at least three quotes and remember, cheapest is not always best!
- It is advisable to take out in-transit insurance cover for your move especially on international relocations
- Be sure to advise the moving company about parking, access and carrying distance at origin and destination
- Donate any unwanted furniture, books, clothing etc. to a local worthy cause

WHO NEEDS TO KNOW THAT YOU ARE MOVING?

- | | |
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| <input type="checkbox"/> Banks and other financial service providers | <input type="checkbox"/> Doctors, dentists |
| <input type="checkbox"/> SARS | <input type="checkbox"/> Lawyers |
| <input type="checkbox"/> Electoral registrar | <input type="checkbox"/> Accountants |
| <input type="checkbox"/> Insurances - life, vehicle, household, medical aid | <input type="checkbox"/> Places of worship |
| <input type="checkbox"/> Educational institutions - schools, tertiary institutions | <input type="checkbox"/> Security company |
| <input type="checkbox"/> Accounts at retail stores | <input type="checkbox"/> Newspapers, publications and auto courier deliveries |
| <input type="checkbox"/> Club memberships | <input type="checkbox"/> Television service providers |
| | <input type="checkbox"/> Telephone and internet service providers |



WHAT NEEDS TO BE DONE?

- Find a professional moving company –do your internet research
- Ask your removal company for an inventory list. Filling this in helps you to sort out what you are needing to be moved. Get rid of the rest – donate, give away or sell.
- Defrost your fridge and freezers the day before your move
- Disconnect your washing machine and drain water from pipes
- Check with any manufacturers to make sure the necessary prep is done to move any major appliances.
- Be sure to pack all your personal valuables such as jewellery, passports and documents.
- It is advisable to get a child minder for the move day as this can be a stressful time for all involved.
- If you are moving abroad, be sure to wash any items that may have to be quarantined e.g. lawnmowers, garden tools, golf clubs, bicycles etc.)
- If you want to store any items, separate them before packing make sure they are clearly marked for storage.
- Have a final walk through to make sure nothing has been left behind
- Get in the carpet cleaners and garden service once all your goods are packed up and ready to go.
- Make a floor plan and give it to the movers. When unloading, this is helpful to direct them where to place every box.



WHAT NOT TO PACK?

- | | |
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| <input type="checkbox"/> Ammunition | <input type="checkbox"/> Kerosene |
| <input type="checkbox"/> New or partially used cans of paint | <input type="checkbox"/> Petroleum Fuels |
| <input type="checkbox"/> Linseed oil | <input type="checkbox"/> Cleaning fluids |
| <input type="checkbox"/> Bleach products | <input type="checkbox"/> Aerosols (any kind) |
| <input type="checkbox"/> Gas cylinders, turpentine | <input type="checkbox"/> Vegetable oils |

DON'T FORGET!

- To detail and take photographs of any high-value items (e.g. antiques and paintings) in your insurance application
- Don't put breakables loose in drawers
- Don't put liquid in drawers (sauce bottles, perfumes, etc.)
- Don't overload furniture with too many items (in drawers)
- Don't over-pack book cartons so that they are too heavy to carry
- Don't store perishable foods, such as cereals, flours, etc.
- Don't polish your furniture prior to your move. This can cause condensation and damage when wrapped
- Don't store or transport jewellery, money, legal documents, taxation papers, insurance policies or other high-value/irreplaceable articles (keep these items with you)
- Don't forget to check your home for any belongings the packing crew may have missed - before they leave.
- Your fridge needs to stand for at least an hour after moving it before you switch it on
- Do have as much fun as possible!**