



Moving Checklist

We understand that moving home can be a very stressful experience. Planning is the key. Use this useful checklist as a guide to make your move as smooth and stress-free as possible.

One to two months before:

- Spring clean your house. Clear out storerooms, cupboards and bookshelves. Consider having a garage sale, selling old books to a second hand bookshop or donating unwanted items to a charity organization, such as a nursing home or animal shelter;
- Take a complete inventory of items to be moved and obtain quotes from moving and storage companies as necessary;
- Notify your security company, garden service, municipality, telephone company, satellite or decoder TV company and any regular services or publications you subscribe to of your change of address and move date;
- Liaise with your insurance company regarding cancelling insurance at your old home and setting it up at your new home. Make sure that your insurance overlaps and that you have insurance to cover the move itself too;
- Check with your vet about any travel preparation needed for your pets. If necessary, book your pets with an animal transport company;
- Research new schools for your children if you are moving out of the area. Register your children and arrange for a transfer of the necessary school records.

Two weeks before:

- Confirm your exact moving date with the security company and other suppliers mentioned above;
- Confirm insurance is all in place;
- Ask your doctor and dentist for referrals in your new area. Transfer medical records and obtain copies of relevant prescriptions;
- Arrange for the transfer of valuables.

One week before:

- The packing crew usually arrives the day before the van is to be loaded, so make arrangements for someone to be on-hand to supervise the packing;
- Pack any valuables you intend to take with you personally. Make sure fragile items receive special attention. Label box contents and where they go in the new home;
- Gather and label keys to the old house and arrange to leave them with the new owners, your estate agent or a trusted neighbour. Notify the police if your home will be unoccupied after you leave;
- Notify a close friend or relative of your itinerary in case of emergency.

Moving out:

- Check the mover's inventory to see that you agree with the mover's judgment on the condition of your household goods. Check that everything has been accounted for before you sign and retain a copy of the signed inventory for your records;
- Load the items you are taking with you including luggage;

- If no-one is moving into the house immediately after you, turn off the geyser;
- Search the entire house and the garden for anything that may have been overlooked;
- Make sure you close all windows and lock all doors and gates as you leave.

Moving in:

- Make sure the geyser and electricity have been turned on. Check geyser, stove and other appliances to see that they are working. If they are not, contact a repair person;
- When your mover arrives, check your goods carefully for loss and damage as they are unloaded. List all lost or damaged items on the inventory form;
- Inform other suppliers such as your banks, clothing accounts, TV License supplier, medical aid and accountants of your new address and contact details;
- Register your car at your new address;
- Register to vote at your new address.

Moving doesn't have to be stressful. If you are organised, it can lighten the load.