



You found your dream home and now the planning starts – but where do you begin?

FIRST THINGS FIRST

Being prepared takes the stress out of moving.

Contact *Good Moves* and obtain a detailed quotation from one of our consultants.

Secure a date with *Good Moves* and ensure that your new premises will be vacated and ready for you to move in to.

4–6 WEEKS BEFORE YOUR MOVE

Confirm the following with your *Good Moves* consultant:

- Which items need to be packed and wrapped by *Good Moves*.
- Order cardboard boxes other packing material, such as tape, bubble wrap, void fill, marker pens, cutting knives, fragile stickers and strapping materials, for DIY-packing.
- Your current address (loading address).
- Address of your new home (unloading address).
- Body corporate rules and vehicle restrictions at the loading and unloading address.
- Final list of furniture to be moved.

Advise all your service suppliers that you are moving and provide them with your new address:

- Newspaper and magazine subscriptions
- Post Office
- Financial institutions/banks



- Clothing and any other store-accounts
- Club memberships/Gym
- Friends and family
- Doctors/Medical insurance
- Inform your insurance company of your move and make sure your furniture items are all risk insured.
- Inform your Estate/Complex body corporate at your current as well as new house of the date and time of removal.
- Schedule the shutdown of the electricity and telephone lines at your current address.
- Arrange for the reconnection of the electricity and telephone lines at your new home.
- Make sure your new house has an alarm system and make the necessary arrangements with your armed response supplier.

2-3 WEEKS BEFORE YOUR MOVE

DIY-packing:

- Start packing your belongings in cardboard boxes and sorting out your personal effects (only use high quality, double-wall moving cardboard boxes).
- Cardboard boxes containing fragile items, must be clearly marked with a 'fragile' sticker.
- Label each cardboard box clearly and which room it belongs to. Write on the sides of the box as well.
- Ensure that all cardboard boxes are properly sealed – top and bottom.
- Pack important documents in separately: birth certificates, marriage certificates, passports, cheque books, insurance documents, identity documents, car registration papers, etc. Keep this box separate from the other moving boxes and make sure you move this box yourself on the day of the move. **Do not put these important documents into storage.**



- Moving is a dramatic and emotional time for everyone, including children and pets. Arrange for family and/or friends to look after children and pets on moving day. If you are relocating to another city, arrange relocation of the pets.
- If necessary arrange alternative accommodation for yourself and your family for the duration your goods will be in transit.
- Ensure that your new home is cleaned before moving in. Also arrange cleaning services for your current home.
- Clear/empty the freezer of perishable food before moving day.

1 WEEK BEFORE YOUR MOVE

- Confirm your move with *Good Moves* and make sure they are aware of vehicle restrictions and all the furniture that needs to be moved. Also confirm the final amount payable and make payment.
- Pack jewellery and items of value, eg. cell phones, sunglasses, GPS, laptops, etc. in a separate box and move these items yourself on the day of the move.
- If you are packing and wrapping your belongings yourself, start dismantling and wrapping furniture.
- Arrange for the keys to your new home to be available for pick-up/hand-over at least one day before your move.
- Make food preparations for the day before and day of the move.
- Make a list of everything you will need on the day of the move and pack these items in a separate bag/cardboard box:

- Water
- Paper
- Cash
- Toiletries
- Other



- Make sure all items are removed from drawers and cupboards, especially any valuable items.
- If your removal company is packing and wrapping your items, make sure they know exactly what needs to be packed and wrapped.
- Pick up the keys for your new home and visit your new home for a final inspection.
- Defrost the freezer and clean it thoroughly.
- Drain water from the washing machine.
- Unplug all electronic equipment including radios, television and microwave oven and ensure that all electronic equipment is ready to be moved. Electronic equipment must be packed in boxes!
- Drain petrol from the lawnmower and all other petrol powered machinery. Make sure all valuable items to be moved by yourself are kept separate from the bulk of the move and ready for loading into your car the following day.

ON THEY OF YOUR MOVE

If well prepared, you can relax

Make sure your cellular phone is fully charged and always switched on.



YOUR OLD HOME

- Make sure everything is ready before the movers arrive. Load all your valuable items, as well as the bags/ boxes with necessities for the day into your car.
- When the removal company arrives walk through the house with the supervisor and make sure they know exactly what needs to be moved.
- Before the truck leaves the premises, ensure that everything on your inventory list is loaded onto the truck.
- Take a final meter reading for both your electricity and water at your old premises.
- Make sure that all the taps, gas bottles, electricity switchboards, geysers and water mains are switched off.
- Make sure all the windows are closed and doors are locked.
- Leave the keys with the pre-arranged person.

YOUR NEW HOME

- Take the electricity and water meter reading and write it down.
- Switch on the water mains, electricity and geyser.
- Make sure the movers know exactly where all the furniture need to go, including items that *Good Moves* should unpack from the moving boxes (if quoted).
- Before the movers leave the premises make sure they unloaded everything from the truck.
- Make sure your phone lines and all other utilities are connected.

Start unpacking and enjoy your new home!