

### PLANNING YOUR MOVE

- Get lots of boxes, strong tape, permanent markers and stickers to mark the boxes.
- Sort your belongings; discard or donate unwanted items.
- If you are using professional movers, decide on a move date.
- Confirm the date closer to the time.
- Draw up a room-by-room floor plan of the new home and plan where you will place your furniture.
- Notify the kids' schools and those individuals running the kids' extra-murals.
- Enrol the kids in new school.
- Insurance: make sure you have in-transit insurance and that the household goods are insured once they arrive at the new home (householder's insurance). Make sure insurance for the new home is in place (homeowner's insurance).
- Instruct the post office to forward your mail. Notify your bank, financial institutions, car insurance, stores where you hold accounts, subscriptions, newspaper delivery and the like, of the change in address.
- Notify utility providers; telephone, gas, electricity, internet, television and water.
- Transfer or cancel gym memberships.
- Cancel/amend security services, cleaning help, garden and other services.
- File all your moving receipts.

### CLOSER TO THE TIME

- Decide on the necessary personal items for your 'survival bag' such as keys to the new house, clothing, toiletries and chronic medication for the first day and night of your arrival in the new home. Draw cash for takeaways, food for pets, cell phone chargers and airtime, and first aid kit.
- Research your new neighbourhood: where is the hospital, doctor, vet, post office, municipality? Save important phone numbers to your phones.
- Advise friends, family and business contacts of your change of address.

- Deposit school uniforms and sports clothes at school clothing shop.
- Schedule to disconnect utilities such as gas, electricity, water internet and telephone at your old residence. Schedule connection for your new residence.

### CLOSER TO THE TIME

- Empty, defrost and clean your fridge and freezer.
- Disconnect your washing machine and drain water.
- Empty petrol from lawnmower or any other garden appliances.
- Drain water from garden hose.
- Collect dry cleaning, shoe repairs, clothes alterations, loaned items. Do the kids have sports bags in lockers at school?
- Back up your data on your personal computer.
- Dismantle and label electronic equipment.
- Label boxes (as you pack) and furniture with destination room in the new home.
- Pack the 'survival bag'.
- Consider having the new home fumigated and spring cleaned before you move in.
- Make arrangements for a child and pet minder on moving day.

### THE DAY OF THE MOVE

- Make an inventory of your possessions and boxes.
- Do a final inspection of your old home before the removal company leaves.
- Turn off the water and electricity connections and record the meter reading.
- Provide your movers with a floor plan and be available to answer their questions.
- Record any damage to your goods if it occurs.
- Take water and electricity meter readings as soon as you enter your new home.
- Confirm active service with your new utility providers: telephone, gas, electricity and water.

*The Move*  
**CHECKLIST**

**AFTER YOUR MOVE**

- Find out about refuse collection days and the recycling options available in your community.
- Consider changing the locks.
- Arrange new security services, cleaning help, garden and other services.

For more information, contact us at [info@stbb.co.za](mailto:info@stbb.co.za)