

## Two Months Before Moving:

- ☐ Obtain written quotations from reputable moving companies, preferably members of the PMA (Professional Movers Association) with AMOSA accreditation, and make your selection.
- ☐ Insure your consignment at replacement value.
- ☐ Supply the moving company with loading and delivery addresses, and details of obstacles that may complicate the moving process, eg. staircases, long carry (more than 20 metres), weight/height restriction in townhouse complex, cul-de-sac, low-hanging trees.
- ☐ Arrange transfer of telephone, electricity and water.
- ☐ Discard items that you no longer need, and pack items that you seldom use.
- ☐ Compile an inventory of packed items, and label the boxes.
- ☐ Measure your new home for curtains and appliances.
- ☐ Arrange kennelling for your pets: moving is a stressful experience for them. If your journey will be a long one, contact your veterinarian for pet sedatives, or let Cape Express Removals arrange transportation with a professional animal mover.
- ☐ Start using up frozen food.

## Four Weeks Before Moving:

- ☐ Confirm removal date.
- ☐ Change delivery address for magazine and newspaper subscriptions.
- ☐ Notify these institutions of your new address: SARS, banks, insurance broker, church, motor licensing authority, etc.
- ☐ Arrange for cancellation or transfer of services such as M-Net/DSTV and security.

- ☐ If you own a firearm, you are required by law to notify your local SAPS office that you are moving and to report at your new local SAPS office with your new address.
- ☐ Obtain letters of reference from school principals and religious institutions.
- ☐ Service motor vehicles before the long journey; check spare tyres.
- ☐ Have loose rugs and curtains dry-cleaned; wrap in plastic until after the move.
- ☐ Start packing. Label each carton, indicating contents and room allocation. Cape Express Removals can supply packing materials or we can pack for you at additional cost; this should be arranged now.

## Packing Tips:

- ☐ Dispose of old medication and flammable substances (including paint, oil, thinners, benzene, paraffin, cleaning fluids, fireworks and acid).
- ☐ Drain fuel from your lawnmower, motorbike, heaters and other machinery.
- ☐ Secure the lids on all liquid-filled containers; pack upright.
- ☐ Pack breakables in paper/bubble wrap and sturdy cartons.
- ☐ Pack glasses and cups upright, plates on their side.
- ☐ Wrap electronic equipment in bubble wrap.
- ☐ Wrap upholstered furniture in plastic sheeting.
- ☐ Ensure that the arrows printed on cartons point upward, or mark them "This Side Up".
- ☐ Pack cartons to the brim – a half-full carton may collapse during the move.
- ☐ Don't pack too many heavy items in one carton.

- ☐ When stacking the cartons for collection, place heavy cartons at the bottom and lighter ones on top.
- ☐ By law, movers may not transport firearms, ammunition or dangerous weapons. Please make appropriate arrangements for these items.

## The Day Before Moving:

- ☐ Defrost the fridge and freezer and leave the doors open to air. Remove glass shelves and loose parts.
- ☐ Drain water from the washing machine and dishwasher.
- ☐ Stabilise the drum and motor of your washing machine.
- ☐ Ensure gas cylinders are empty.
- ☐ Disconnect electrical and electronic equipment.
- ☐ Disconnect and remove television antenna and satellite dish.
- ☐ Dismantle any collapsible furniture.
- ☐ Keep valuables, firearms, ammunition, and important documents aside. These items should travel with you.
- ☐ Make backups of computer files.
- ☐ Pack a box of essential items to travel with you, such as a kettle, coffee, mugs, toiletries and towels.
- ☐ Pack an overnight bag.
- ☐ Arrange to pick up keys and alarm codes for your new home.
- ☐ Plan the position of all heavy items of furniture in the new house, so that the removal supervisor can know where to place them.