

Moving Day

Loading:

- ☐ Don't leave valuables, handbags or essential items in plain view, as they may be loaded with your household effects.
- ☐ Point out to the Supervisor all items that must go.
- ☐ Check that all items are loaded and specified on the inventory.
- ☐ Do not offer the removal staff any alcohol or cigarettes.
- ☐ If paying for your own removal, make sure that you have the cash or bank-guaranteed cheque on hand.
- ☐ Do not leave your old home until all items have been loaded.
- ☐ Confirm that the supervisor has your correct delivery address and contact numbers.
- ☐ Take one last look around to ensure that you haven't forgotten anything. Check cupboards, attic, outside rooms, garage, etc.
- ☐ Close all taps, secure water mains and switch off geyser; close all windows and lock all doors.
- ☐ Hand over keys, alarm codes and remote controls to the estate agent or new owner.

Delivery:

- ☐ Ensure that someone responsible is at your new home when the truck arrives.
- ☐ Check the inventory; confirm that all goods that were loaded have been delivered.
- ☐ If you need items moved or placed, speak to the supervisor.

- ☐ In the unfortunate event of items being lost/damaged during the removal process, note this on the "Quality Control Sheet" and notify our nearest office.
- ☐ Allow us to unpack cartons packed by us, and to remove packing material and debris.

Wishing you a happy stay in your new home!

Notes:

Contact Details:

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personal checklist

