



## OUR BRANCHES

- 📍 JOHANNESBURG : 087 550 0888
- 📍 PRETORIA : 087 550 0888
- 📍 CAPE TOWN : 021 981 6900
- 📍 NATIONAL : 0861 456 666
- ✉ EMAIL : info@eezi.co.za

## RESIDENTIAL REMOVAL CHECKLIST

**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 *Eezi Move* and obtain a detailed quotation from one of our consultants.

Secure a date with *Eezi Move* 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 *Eezi Move* consultant:**

- Which items need to be packed and wrapped by *Eezi Move*.
- 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

- Car/household insurance company: Cancel insurance at your current address and arrange insurance for your new address
- 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



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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. **Contact Eezi Dry @ 087 550 1660 for a carpet dry-cleaning quotation.**
- Clear/empty the freezer of perishable food before moving day.

## 1 WEEK BEFORE YOUR MOVE

- Confirm your move with *Eezi Move* 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
  - Pen
  - Snacks
  - Change of clothes
  - Tools



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### 1 DAY BEFORE YOUR MOVE

- 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.



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## ON THE DAY OF YOUR MOVE

If well prepared, you can take it Eezi!

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 *Eezi Move* 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!