



**Concorde**  
*Estates*



## Moving checklist

### 2 Months before:

- **Categorize and purge:** Go through each and every single room of your house and decide what you want to keep and what you want to get rid of.
- **Moving File:** Create a moving file and keep a copy of all your estimates, bill payments and an inventory of all the items that you are moving.
- **Research moving options:** Search for the rates of different movers in town and pin down that which suits you best.

### 6 Weeks before:

- **Order packaging materials:** Start collecting boxes, bubble wraps, brown tapes and permanent markers.
- **Pack unnecessary items:** Start packing unnecessary items around the house which are not used much and clearly label all the boxes. Select a vacant room and start packing boxes into that room.
- **Use things:** Begin using things that you do not intend to take along such as frozen or perishable food and toiletries.

### 2 Weeks before:

- **Pack non-essential things:** such as books and off season clothes and label them properly along with the room number where you would place them in your new house.
- **Include children:** Make them a part of the packing process and if they are too small, leave them at their grandparent's so you can pack in peace.
- **Moving with a pet:** If you are shifting with a pet, make sure that you have made the required changes and arrange for their travel.

### 1 Week before:

- **Transfer bank accounts:** Close bank accounts if you are switching banks and order checks with your new address.
- **Change of address:** Send out change of address to all friends, family and relatives.
- **De-frost the freezer:** If you are taking your freezer along, make sure you have emptied, cleaned and de-frosted it.
- **Gather important documents:** Do not pack important documents such as Check Book's etc. and carry them with you during your move.
- **Return items:** such as movies, books etc. that do not belong to you.
- **Finish packing:** Get done with all your packing and pack yourself a suitcase with a few days' worth of clothing, toiletries and any valuables that belong to you.

### Moving day:

- **Monitor movers:** Keep an eye on them as they move your belongings.
- **Turn off:** lights, lock windows and doors.
- **Scout the house:** Look in every nook and cranny and make sure that you have not left anything behind.
- **Petty cash:** Keep some cash with you to pay as tips to the movers
- **"Empty first day box":** Fill it with the most important things you need for the first day such as toiletries, cups, dishes etc.
- **Estate Agent:** Hand all keys, remotes, usage instructions, warrantee documents, alarm instructions etc. to your Estate Agent. Please ensure sufficient time to go through all documentation with your Estate Agent.



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### **For the Seller**

Now has come the time to ensure a smooth property hand over to the new owner.  
What does this mean?

#### **A few points to keep in mind**

- Notify suppliers, milkmen, security companies, garden services, window cleaners, property maintenance companies of your impending move and cancel your services with them.
- Provide your new address to banks, insurance companies, suppliers, dentist, doctors, your employer and friends.
- Don't forget to change your TV/DSTV subscriptions.
- Ensure both the interior and exterior of your property remain in a good condition, clean neat and tidy. Do not undertake any property maintenance work.
- If you have appliance instructions manuals please put these in an easy to reach place for the new owner.
- If your property comes with electric gates/garage/fence please ensure you leave the remotes and keys and label which buttons are used for which. Please also detail usage instructions clearly. Ensure all these appliances are in perfect working condition as the new owner will be testing them.
- Please try and label all keys to show which key fits which door.
- Does your property have an alarm? Please carefully detail how to operate the alarm for the new owner.
- Please detail any supplier information you think will be relevant for the new owner. Also include valid warrantee documents for these appliances should these still be valid.

### **For the Buyer**

- Notify suppliers, milkmen, security companies, garden services, window cleaners, property maintenance companies of your impending move and cancel your services with them.
- Provide your new address to banks, insurance companies, suppliers, dentist, doctors, your employer and friends.
- Don't forget to change your TV/DSTV subscriptions.
- Within the first week in your new property you must check all appliances, electric gates/fence/garage/alarm operate correctly. If there is any issue please inform your Transferring Attorney immediately but within the first week of your move.

**NOW SIT BACK, RELAX AND ENJOY YOUR NEW HOME**