

## 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, benzine, 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.

## 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:

**Western Cape  
(head office)**  
☎ +27 21 948 5677  
☎ +27 21 948 5807  
✉ removals@capeexpress.co.za

**George**  
☎ +27 44 873 0263

**Northern Cape**  
☎ +27 53 832 2826

**Eastern Cape**  
☎ +27 41 487 1068

**Free State**  
☎ +27 51 430 4410

**Gauteng**  
☎ +27 12 653 1255  
☎ +27 12 653 1290  
✉ pta@capeexpress.co.za

**North West**  
☎ +27 18 381 4709

**KwaZulu-Natal**  
☎ +27 31 301 1307

**Limpopo**  
☎ +27 15 291 5990

**Mpumalanga**  
☎ +27 13 752 2249

[www.cer.co.za](http://www.cer.co.za)



## personal checklist



**CAPE EXPRESS REMOVALS**  
(PTY) LTD  
*Pay one way only!*