

**EXECU** *move*

*Moving Service to an Executive Level*

MOVING PLANNER

# CHECKLIST



Relax and let us take care  
of your move!



## MOVE PLANNER CHECKLIST

### Your personal checklist

- Has your removal date been confirmed?
- Has your insurance been arranged?

### Before you go have you advised these people to discontinue the service?

- Newspaper delivery?
- Telephone?
- Gas and Electricity?
- Water?
- DSTV?

### Have you also:

- Defrosted your refrigerator?
- Had your outside radio and TV aerial been taken down and dismantled by a qualified technician?
- Secured the drum for your automatic washing machine? (Please consult the agent as a damaged may occur if it is not done)
- Arranged for the disconnection of your stove?
- Arranged for the disposal of your unwanted furniture?
- Disposed of items no longer required by you?
- Disposed of old medicine bottles and old medicines?
- Tightened the lids on all jars?
- Returned all borrowed items?
- Requested medical services in the town of destination?
- Drained fuel from lamps and lawn mowers?
- Put aside valuable items, money and documents?

### Have you given notification of your change of address to:

*(Try to give 30-day notice in each case)*

- The Post Office for re-direction of mail and transfer of radio and TV license?
- Your bank to transfer your account?
- The Electoral Officer?
- The receiver of Revenue re. Income Tax?
- Your motor Licensing Authority?
- Your hire Purchase suppliers?
- Your Insurance Company?
- Your Life assurance companies?
- The principal of your children's school and received a letter from him regarding the status of your children in school?
- The Municipality re. Rates?
- Lodges, Clubs and Benefit Societies?
- Publications to which you subscribe?
- Stores where you have charge accounts?
- Relatives, Friends and regular correspondents?
- Secretary for interior re. Book of Life?
- Your solicitors?
- Your church?

### Now, one last look around:

- Are all the rooms and outhouses empty?
- Nothing remains at the dry cleaners, shoemakers, schools and sport clubs?
- All taps switched off?
- Light switches turned off?
- Gas taps turned off?
- Windows and doors secured?
- Spare keys left behind?

### And now?

*Say goodbye to the neighbors.  
Have your new home cleaned before arrival of the removal.*





We're South Africa's most trusted moving company specialising in removals and relocation services since 2003. That's 14 years of professional packing, moving and relocation experience.

Execu-Move is your local and international Furniture Removals Company with offices & storage conveniently located across South Africa's including; Cape Town, Johannesburg, Durban, Port Elizabeth and many more South African areas.

Execu-Move offices in Cape Town, Durban and Johannesburg, with friendly removalist consultants ready to help and guide you on our extensive expert moving services including packing, unpacking, pet transport, secure storage worldwide, vehicle transport, full relocation services and Liability Cover. Whether your moving requirements are local, provincial or international – we will ensure your valuable goods arrive safely at their new destination.

## CONTACT US

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