

USE THIS CHECKLIST TO PREPARE FOR OUR TEAMS ARRIVAL:

- ✓ **Complete all necessary forms,** including the B534, Alcohol Inventory form, Vehicle Permit or Non Road Vehicle Advisory form
- ✓ **Provide a scanned copy of your passport,** we require the photo and signature pages from your passport
- ✓ **Remove unprocessed goods from your inventory** of plant or animal origin; this includes nuts, seeds, spices. Also, dried flower arrangements or decorations (i.e. pinecones)
- ✓ **Have outdoor equipment showroom clean,** outdoor furniture, BBQs, camping gear, sports equipment etc
- ✓ **Remove any dangerous goods from your inventory;** items such as gas bottles, aerosol cans, fuel, chemicals, and lithium batteries are prohibited
- ✓ **Organise Transit Insurance** to cover your personal effects whilst in transit and/or storage
- ✓ **Label and separate** any items you do not wish our teams to load into the container
- ✓ **Disassemble furniture,** including removing headboards from beds, feet from bed bases, unscrew legs off tables etc
- ✓ **Package your items correctly.** If you wish to pre pack any of your items before our teams arrival, use only clean, sturdy, new boxes – not ones that previously held food or groceries. Remember to clearly label each box with its contents so our team can accurately document the items on your inventory manifest
- ✓ **Disconnect whiteware and appliances,** drain washing machine hoses and insert transit bolts, defrost and clean fridge/freezers
- ✓ **Identify any oversize or overweight items,** such as piano's or pool tables etc. For health and safety purposes we need to plan for these items to be moved safely
- ✓ **Prepare TVs** for transit by removing from walls, or remove feet from free standing TVs.
- ✓ **Advise any access issues** for our truck. We will require a close parking space while loading occurs. Please advise if there are interferences to access, such as low hanging branches, power lines, steep gradients or no parking area's
- ✓ **Someone must be home on moving day,** as we need access to your property, and a signature on jobs completion



Did you know? Plastic storage containers, while great for home use, can crack or break in transit due to stacking, weight, and pressure. We recommend using heavy-duty cardboard boxes for safer transport