

# Your moving checklist

## 3 months before your move

---

- Take **an inventory of your belongings**.  
Decide what you will take with you. For items that do not pass selection, consider donating them to charities rather than throwing them away.
- Contact a **moving company** and book their services.  
If you want to use a specialist company, request a quote from several companies and then compare their prices and benefits. Are you going to avail of their services to pack everything up? How long will the entire operation take (packing, loading the truck, transit, unloading the truck, unpacking, etc.)? Don't leave any detail to chance.
- Or rent a **moving vehicle** (trailer, van, etc.).  
If you want to take care of the removal yourself instead of going through a specialist company, book a suitable vehicle well in advance.
- Order a **professional hoist** if necessary.  
If you are leaving an apartment or emptying a floor, book a lift. If you are using a moving company, check if this service is already included in your offer.
- Safety tip:** take out insurance for your move.
- Get **moving supplies**.  
Stock up on boxes, tape, markers, packaging paper, newspaper, protective film, etc. Remember also blankets to protect your furniture, as well as straps and ropes.
- Plan **the layout** of your new home.  
Take the different dimensions of your new home, check whether your furniture will fit correctly, etc.
- Find a **new school for your children** if necessary.

### Points for the tenant to remember

- Notify your landlord that you want to **terminate your lease**.  
To keep written proof, send a registered letter.
- If you intend to leave certain **furniture or items behind**, negotiate a purchase price with your landlord or with the next tenant.
- Make any necessary **repairs**.  
Fill the holes in the walls, have the boiler serviced, check that no tiles are damaged, etc. Make sure you leave the property in perfect condition so that there are no issues when it comes to the inspection.



## 1 month before your move

---

- ❑ **Water, gas, electricity:** remember to manage your energy contracts and if necessary plan to have the meters in your new property opened.  
For electricity and gas, notify your supplier and system operator of your impending move. It is also the perfect time to take stock of your energy contracts. Go to [www.energyprice.be/moving-house](http://www.energyprice.be/moving-house) to compare your prices, or free phone one of our advisers on 0800 37 456. Our team will help find the best plan for you and will take care of the paperwork for your new contract.
- ❑ Don't forget your **internet, telephone and television subscriptions!**
  - Transfer your contract to your new address or [choose a new plan](#).
  - Please note not all telecom operators cover the entire Belgian territory. Check the connections available in your area before choosing an operator.
- ❑ Inform your **insurance company** of your change of address.
- ❑ If you have children, let **their school** know that you will be moving soon.
- ❑ Book your **day(s) off**.  
Notify your employer in time to avoid scheduling conflicts. If you are self-employed, let your customers and suppliers know when you will be unavailable.
- ❑ **Ask** a few relatives or friends **for help well in advance** so they can give a hand on moving day.
- ❑ Start consuming the food in your **freezer** and in your fridge, so it is empty on your moving day.  
If you don't think you will be able to empty it in time, bring cooler bags.

## 2 weeks before your move

---

- ❑ Finally, start to **fill your boxes**.  
Pack the things you don't use much. Here are two tips:
  - Always put the heaviest items in the box first, and then fill up the rest with lighter items. But be careful not to overload your boxes. If they get too heavy, you will have a hard time lifting them.
  - Also protect fragile items by wrapping them in bubble wrap or large towels.
  - Avoid explicitly writing the contents of your boxes on them. A dishonest person could take advantage of the confusion of the move to steal a valuable box from you. Instead, number them and make a separate list of their contents, as well as the rooms in which they are to be put.
- ❑ Put up **no-parking signs** and provide a parking space for the moving truck.  
To do this, you must first file a request with the police.
- ❑ **Take apart any furniture** you can do without right now.  
Be sure to keep screws, gaskets and other loose parts in a safe place and draw an assembly diagram if necessary.
- ❑ **Throw away** anything you will not be taking with you that cannot be given away or sold.



For bulky waste, ask a specialist company to come and collect it or drop it off at a waste collection centre yourself.

- Energy and telecom: check one last time that everything is ready to **activate your contract** the day you move in.

Check that everything is in order with your online accounts on the websites of your energy supplier and telecom operator, or call them to make sure. If you have changed supplier, make sure that your direct debit payments have been terminated with the previous one.

## 1 week before your move

---

- Pack the rest of your belongings**, except for the essentials.
- Go to the **post office** to register your change of address.  
You can request a removal service to simplify things. For example, you can request that mail addressed to your old home be automatically redirected to your new address.
- Inform** the relevant institutions and people **of your new address**.  
Your bank, 'mutuelle' (health insurance fund), insurance company, public bodies (ONEM, FOREM, CPAS, etc.), magazines and newspapers to which you subscribe, employer, friends, family, children's school, doctor, gym, etc.
- Plan to **defrost your fridge and freezer**.

## 2 days before your move

---

- Set aside a day to do **a major clean of your new home**.
- Plan **simple meals** for the day before and of the move.  
Also plan for how many people will help you that day.
- Pack a small **suitcase for the first night** and the day after your move.
- If necessary, turn on the **heating** in your new home.

## Moving day

---

- Make sure **all rooms are empty** and that doors and windows are securely closed.
- Coordinate with the **movers**.
  - Make them aware of fragile, heavy or valuable objects.
  - Check that the contents of the truck are secured with straps or ropes.
  - Tip: everything you want to put in your new home first should be loaded last into the truck.
  - For the most fragile items, transport them separately in your car.
  - Do not leave boxes containing computers, HiFi systems, etc. unattended.
- Manage the **termination of your energy supply** in your old home:



- o Read electricity and gas meters.
  - o Complete the "energy transfer document". This is a form made available by the energy regulators (CWAPE, BRUGEL and VREG) to facilitate the change of user at a gas or electricity supply point.
- ❑ Leave behind enough provisions **to clean the property you are leaving**, if you must do so before returning your keys.
- ❑ **Return the keys** to the owner and ask them to sign the energy transfer document to avoid any dispute over the meter reading.

#### When you arrive in your new home:

- ❑ Check that you have **received all the keys** to the property.
- ❑ **Water, electricity, gas:** make a final check and complete the energy transfer document.  
If this has not already been done (when signing the lease, for example), check the condition of the electrical and plumbing installations. Then read the water, gas and electricity meters and sign the energy transfer document with the former occupant of the premises.
- ❑ Check that your furniture and other objects have **not been damaged during transit**.  
If the fault lies with the movers, you may be able to claim for compensation. If you had taken out insurance, you should avail of it if necessary.
- ❑ If you are a tenant, carry out a thorough **inspection of the property** (with lots of photos).

## After the move

---

- ❑ **Safety tip:** change the locks on the front doors of your new home.
- ❑ If applicable, fix a date with the movers **to return the empty boxes**.
- ❑ Wait 24 hours before **reconnecting your fridge and freezer**.  
It is in fact necessary to let your refrigeration appliances stand after a move in order to stabilise the compressor fluids and to avoid electric shocks.
- ❑ Take the necessary steps with your municipality to **register your new address**.  
Register in the population register and update your various administrative documents.
- ❑ Greet your **new neighbours**. :-)

