

# MOVING CHECKLIST

handy guide for moving your business

## BEFORE YOU MAKE YOUR DECISION

- Define your needs:  
How many square meters? Geographical location? Facilities? Image of the building?
- Define your relocation budget:  
Buying or renting? Moving expenses? Furnishing new location?
- Contact your favorite real estate agent!**  
**Key Estate: +32 2 420 03 03 - [info@keyestate.be](mailto:info@keyestate.be) - [www.keyestate.be](http://www.keyestate.be)**
- Arrange a meeting with one of Key Estate's consultants and plan a visit to the proposed locations.
- Compare your favorite properties. Once you've chosen a property, the negotiations with the owner can start.
- When an agreement has been reached, the contract will be drafted. When finalized, the definite agreement can be signed.

Notes:

## 9 MONTHS BEFORE

- If you are currently renting a property, you should check the end date of your current lease. Don't forget to inform the owner by registered letter.
- If any adjustment work and/or furnishing should be done in either your old or new location, make sure to schedule this in time.
- Contact the (current) owner to agree on when you can move into the new building.

Notes:

## 3 MONTHS BEFORE

- Moving your business involves a lot of practical arrangements, therefore it is recommended to set a realistic timetable. Note that a move will also interfere with your daily business affairs.
- Don't forget to order all moving supplies: lifting tools, boxes, tape, covers, wrapping paper, ... You can always rely on a specialized removal company if required.
- Keep in mind that maintaining a structured approach from the beginning (inventory, labeling, numbering, back-up IT-system, ...) can prevent unpleasant surprises later on.
- Time to inform your employees. Always choose the appropriate time and remember that moving can be stressful or inconvenient for them too.

Notes:

## 2 MONTHS BEFORE

- Give your team clear instructions regarding the move. Let everyone know how they should prepare (sorting, archiving, ...) and agree who will be in charge to make sure the preparations run smoothly.
- Inform your customers, suppliers and partners by letter or email. Don't forget your subcontractors: vending machines, photocopiers, printers ... Perhaps this is the moment to discuss your contracts for new (better) conditions.
- Report your change of address to: bank - insurance company - car registration certificates - communal services - tax authorities - social security - gas and electricity suppliers - water company - telephone and internet company - post office - federations and professional organizations - subscriptions to newspapers, magazines, ...

Notes:

## 1 MONTH BEFORE

- Write down practical guidelines regarding the move, so everyone knows what is going to happen and what is expected of them.
- Provide adequate parking during your moving day. Notify owners of certain parking spaces, request the necessary authorization and ask for a parking ban if required.

Notes:

## 1 DAY BEFORE

- Carefully pack your last belongings such as computers and office equipment.
- Check your old location one last time to make sure nothing is left behind. Organize a general cleaning of this building.

Notes:

## MOVING DAY

- Provide appropriate access control and security to both the old as the new address to prevent burglary or vandalism.

Notes:

## YOU DID IT!