

WHAT MOVE OUT DOCUMENTS DO I NEED TO PREPARE FOR MY LOCAL MOVE

Making sure you have all the right move out documents in place prior to your move is an essential part of the moving process and makes for a stress free moving day. The documents you will need to prepare are the following;

Condominium Moves

- **Move out permit/clearance** signed by your current Building Administrator
- **Gate pass** signed by your current Building Administrator detailing the items you will be moving out
- **Workers permit** detailing the full names of the moving crew & vehicle registration signed by your current Building Administrator
- **Move In permit** signed by your new Building Administrator
- **Workers permit** from your new Building Administrator detailing the full names of the moving crew and vehicle registration



House (Village) Moves



- **Move out permit/clearance** signed by Village Association and in most cases a signature from your landlord (if renting) together with proof of payment of utilities i.e Electricity Provider, Internet Provider, Water Bill, etc)
- **Workers Permit** signed by Village Association to enter village detailing the moving crew names and vehicle registration
- **Vehicle stickers** should be surrendered before the issuance of the approved gate pass/move out clearance
- **Move In permit** for new house signed by Village Association

Depending on the building/village you are moving from, the permits and clearance documents can take up to 10 days so it's always a good idea to apply for them two weeks in advance of your move. At Dad's Moving, our experienced moving coordinators always run through the move documents with our clients at the initial meeting & send a checklist via email as a reminder to ensure our customers have plenty of time to obtain them before the move day, allowing for a stress free move.