

## MOVING CHECKLIST

### One month prior to moving

- Get quotes from 3 removalists, or truck rental companies if you are planning to move yourself;
- Collect moving supplies such as boxes, packing tape etc.
- Make a list of any furniture/items that you do not wish to take with you. Decide whether these are to be donated to charity, taken to the tip, or sold at a garage sale or through your local newspaper;
- If you have items that you will definitely not need prior to moving, such as seasonal clothes, start packing these, clearly marking boxes with what is inside and which room in the new house they are to be moved to. Clearly mark fragile items;
- Make a list of what mail you receive - it will help you remember who you have to inform of your new address;
- If the new property you are moving to is a rental property, make sure you discuss with the Real Estate Agent to change all the locks prior to your move;
- Make arrangements for any storage you will need;
- If you are moving to a new suburb, ask your doctor and dentist for referrals;
- Schedule disconnection of all utility services at your current home, and connection of them at your new one. Organise disconnection for the day after you move out, and connection for the day prior to your move. Check whether you are entitled to any utility deposit refunds;
- Check with your phone company whether you are able to take your current phone number with you to your new property;
- Arrange for any maintenance that needs to be carried out to your current property prior to moving;
- Check your insurance cover for moving house;
- Make sure that all important documents are placed in one box together. It would be a good idea to move this box yourself rather than rely on the removalists. Important documents will include, passports, drivers licence, medical and dental records, birth certificates, insurance documents, and all legal and financial documents;

### 2 - 3 Weeks Prior to Moving

- Arrange to dispose of or transport items the removalists will not move eg flammables. Check with your removal company;
- Fill out change of address form at Post Office;
- Find out where your local services are at your new house - e.g. banks, post office, library, doctor, dentist, hospital, police station, dry cleaners or Laundromat, supermarket, mechanic etc;
- Decide on whether you will need childcare on the day of moving. If so, you will need to make arrangements;
- Return any borrowed items and retrieve any loaned items;
- Notify any creditors of your move
- Pack a box of important items that you will need on the first day of your move - mugs, tea, coffee, toiletries, towels, first aid kit, tools and flashlight, bedding, important phone number, cleaning supplies, can opener etc;

### 1 Week before Moving

- Pay all outstanding bills;
- Organise final readings for water, gas and electricity;
- Start packing!!
- Call local council at your new property and find out what day garbage is collected;

## 2 Days before Moving

- Wash and dry all dirty clothes
- Drain any fuel from machinery you may be moving eg lawnmower, whipper snipper etc; drain all hoses;

## 1 Day before Moving

- Wash and dry all dishes;
- Remove all food from fridge and freezer. Pack any food into a cooler. Defrost both and clean. Pack fridge and freezer shelves separately so they are not damaged during the move;
- Disconnect washing machine from water supply;
- Make sure final readings for utilities have been completed. Take a note, or a photograph of all meter readings in case there are any discrepancies;
- Back up your computer files and place the file in a safe place;
- Obtain cash if necessary to pay removalists;
- Dismantle large furniture and all major appliances;

## Moving Day

- Make sure you have saved the removalists a parking place;
- Inform the removalists of how you have organized your packing and how you want them to unpack at the new property;
- Make sure you are at the new property when the removalists arrive there. If this is not possible, arrange for someone else to be there to oversee things;
- Check the house and garden for any items that have been forgotten;
- Remain on the premises until everything has been packed and loaded for transport;
- Turn off all taps and make sure your phone has been disconnected. Lock all windows and doors.
- Supervise unloading and unpacking at new property.

## Who to Notify of Your New Address

- Friends and family;
- Tax Office;
- RTA - Driver's licence;
- All insurance companies - cars, home and contents, etc;
- Banks and credit card organisations;
- Government Departments eg Family Allowance, Centrelink, Superannuation
- Your employer;
- Your telephone and mobile phone suppliers; internet provider;
- Solicitor;
- Doctor, Dentist, Private Health Insurance;
- Any membership organizations such as Flybys, Frequent Flyer programmes, magazine subscriptions, NRMA, etc;
- School;
- Electoral role (within 4 weeks of moving).