

MOVING CHECK LIST



✓	WHEN YOU KNOW YOU ARE MOVING
	Clean out cupboards and dispose of unwanted items through a garage sale or donation to a charity.
	Organise rubbish removal.
	If renting, check your lease and formally advise landlord of moving date.
✓	6 WEEKS BEFORE THE MOVE
	Decide whether you are to be moved by professional removalists or using the help of family and friends. If using a professional, obtain three quotations from reputable or recommended carriers. Ask what the estimates include and consider whether it may be worthwhile for them to do the packing for you. Add in the costs of insurance and transporting pets and delicate or special items.
	Arrange for time off work.
	Make a list of all people and organisations to be notified of your change of address, eg Electoral Office, Medicare, accountant, bank, solicitor, telephone provider etc.
	Start packing items you will not be needing before the move.
✓	2 WEEKS BEFORE THE MOVE
	Organise mail re-direction through Australia Post.
	Cancel newspapers, milk deliveries and cleaning and gardening contractors.
	Pay outstanding accounts.
	Organise telephone, internet and pay TV disconnections and reconnections.
	Organise meter readings for electricity/gas and transfer of accounts to new address.
	Ensure new home will be thoroughly cleaned before your move. Book professional cleaners if necessary. If renting, arrange for carpet cleaners to come in after you have moved your furniture.
✓	WEEK LEADING UP TO THE MOVE
	If renting, arrange for a property inspection through your agent to recover your bond.
	Return all library books and hire CD's and DVD's.
	Back up computer hard drive.
	Place all important paperwork including bank records and cheque books into a separate box.
	Ask your doctor for a referral to a recommended local doctor.
	Collect medical, dental and veterinary records.
	Check access to new home. Is there a lift? Do you need to book the lift?
	Make a list of essential items you'll need on moving day to ensure they are not misplaced on the day. These items should be placed in a separate box and labelled. This box should include some toiletries, medicines, toilet paper, soap and towels.

✓ THE DAY BEFORE

Defrost, clean and air your fridge and freezer.

Carry out final inspection of new home to ensure that all items listed in the contract are included and in working order.

Pack important items such as remote controls, shelf supports, bed legs, keys, telephone charger, telephone handset and furniture assembly instructions into a separate box.

Prepare boxes with all items that you wish to transport yourselves.

Remove valuables from the bank safety deposit box if moving suburbs.

Pack your personal luggage last.

✓ MOVING DAY

Collect keys for new residence from agent.

Essential items requiring immediate access after your move should be the last boxes loaded into the removal van.

Transport jewellery and valuable documents yourself.

Leave all remotes and manuals for cook top, oven, air conditioner etc.

Continue to check property including insides and tops of cupboards for forgotten items as removalist is clearing rooms.

Have a plan of your new house ready for removalist for furniture placement in new home.

Collect all car and house keys.

Ensure gas and electricity meters have been read and telephone disconnected.

Remove garage door opener from your car and leave in house.

Lock house and check that all doors and windows are secure.

Leave or deliver house keys as specified when all items have been removed.

SAMPLE

