

MOVING CHECKLIST

Freaking out about the big day?

No need to stress, just follow our checklist for a problem free move.

4 WEEKS TO GO

- Organise a folder for your moving documents.
- Contact furniture removalists and make a booking. Confirm details with mover – eg times for pack, move, and unpack.
- Consider house you are moving to:
 - What level is your new house on?
 - Is there sufficient access for large appliances and pieces of furniture?
- Moves involving lifts; contact building manager immediately, as you may need to reserve a lift.
- Start packing items that will not be used before the move.
- If you are moving a piano ensure that the moving company you have booked can accommodate this - you may need a professional piano removalist.
- Complete change your address form at a Post Office – or online at www.australiapost.com.au.
- Contact your doctor, dentist and kids schools to obtain/transfer records.
- Advise your children's school and have transfer documents sent to your new school/kindergarten.
- Get rid of unwanted items: hold a garage sale or take things to your local tip or charity store.
- Notify any friends or relatives who may be helping with the move.
- Give away any plants you won't be taking with you.

2 WEEKS TO GO

- Continue to pack
- Insurance:
 - Check your insurance policy - will it cover the move?
 - Do you have Premises/Home and Contents Insurance for where you are moving to?
 - Does it include insurance for your furniture while it is in transit?
- Start using up and perishables and frozen foods.
- Organise cut off dates for phone, electricity, gas and water.
- Decide what to do with your children and organise a babysitter if necessary.
- Decide what to do with your pets and organise a kennel if necessary.
- Inform of your intended change of address :
 - Newspaper & magazine subscriptions. o businesses, colleagues.
 - Other service providers.
 - Tax office and other government authorities.
- Cancel your gym and video store memberships.
- Think about booking professional cleaners.
- If renting:
 - Arrange for carpet cleaners to come in after you have moved your furniture.
 - Advise your current landlord or agent, in writing, of your intention to move.

THE WEEK OF THE MOVE

- Ensure everything is packed except essential items.
- Make sure your lawnmower is empty of gas.
- Return your library books and rentals.
- Use up all your perishable foods.

THE DAY BEFORE THE MOVE

- Clean empty and defrost your fridge.
- Wash and dry your dirty clothes.
- Make sure you have access to things you will need during the move, wallet, keys etc.
- Pack a box of things you will need as soon as you arrive at your new home ie. the kettle, mugs, cutlery, paper plates and plastic cups, tea, coffee, sugar, long life milk, breakfast items, garbage bags, toilet paper, bed sheets and pillows.

MOVING DAY

- Disconnect your phone, electricity and gas.
- Make sure that kids and pets are out of harm's way.
- Final Check:
 - Cupboards, underneath sinks, on top of cupboards, bathroom cabinets.
 - Tighten taps.
 - Turn off the power and water heater at the mains.
 - Put out the garbage and recycling bins.
 - Do a final walk through with the removalists.
 - Lock all doors and windows as you leave.
 - Check the mailbox one last time.
- If renting drop keys to the agent/landlord.

WELCOME HOME

Once all the hard work is done:

- Get to know your new area. Locate the police station, hospital, video store etc.
- Update your details with organisations that send you mail.
- Change licence and registrations details with VicRoads.