

Moving Checklist Ideas/Information/Guide Only

4-8 weeks prior to moving

- Plan your moving transportation (truck rental, hiring movers, friends, etc).
- Create a folder to keep a record of everything related to your move (receipts, inventory, etc). Include any estimates you may have acquired from Removalists, Truck Hire, Cleaning Services
- If you are hiring removalists, get estimates from different movers to help compare prices.
- Research storage facilities if needed.
- Redirect your mail and fill out a Change of Address form at a post office or online.
- Plan how you will move vehicles, plants, pets and valuables.
- Hold a garage sale if you wish, donate, sell, or throw out unnecessary items.
- Acquire packing materials like Boxes Tape / tape gun Newspapers / bubble wrap, Labels Markers
- Pre-plan and schedule repairs to be done that you have committed to making under the contract
- Return borrowed or rented items.

2-4 weeks prior to moving

- Finalise moving transportation and make necessary arrangements (i.e. helpers)
- Schedule disconnection / connection of utilities at old and new home: Phone, Internet, Cable, Gas, Electricity etc
- Discontinue any delivery services, automated payment plans and local memberships (i.e. gym)
- Change your contact details with various service providers (banks, licence , insurance, lawyer, etc
- If you have a pet change / update its registration with your local council.
- Organise contents/building insurance if you don't already have any.
- Create an inventory list of items (furniture, boxes etc) to use as a check list on moving day.
- Begin packing non-essential items.
- Label boxes by room and contents (bathroom, kitchen, laundry, etc).
- Identify valuable items to transfer separately – label as DO NOT MOVE.
- Create an essentials box to keep with you on the day of your move and the first couple of days of moving so you don't have to search through and open all of the boxes.
- Store valuable items like jewellery and legal documents at the bank / or in a safe place while moving.
- Contact a cleaning service, if you are using one, to ensure they are available on moving day.

1-2 weeks prior to moving

- Continue packing and clean as you go.
- Call and confirm all details with the moving company if you are using one.
- Arrange time off work if possible for moving day.
- Disassemble non – essential furniture (desks, shelves, etc.) and wrap it to minimise damage.
- Try to use up perishable food.
- Ensure rubbish bins are put out before your moving day so your rubbish can be collected.
- Ensure you are in contact with your bank and settlement agent to check everything is on track for your settlement ie: all docs signed/ no outstanding items.
- Leave behind in an easy to find location any manuals or instructions for any equipment staying at the property ie: airconditioning, oven, alarm, Hot Water System.

1-4 days prior to moving

- Make a schedule or action plan for the day of the move.
- Plan when / how to pick up the truck (if rented).
- Defrost the freezer and clean the fridge.
- Drain fuel from lawn mowers and discard any hazardous or flammable substances which could prove dangerous during the moving process.
- Make sure essential tools are handy (screwdrivers, tape, padlock if renting a truck, vacuum cleaner, etc).
- Pack a bag for water bottles, pen/paper, snacks, documents and essentials.
- Set aside boxes / items that you have decided to move yourself.

1-2 days prior to moving

- Remove bedding and disassemble beds – be sure to pack bedding in your essential items box.
- Take movers/helpers through the house to inform them of what to do.
- Check off all furniture and boxes against your inventory list as they go into the moving truck.
- Complete one last check of the old property to ensure nothing was left behind (i.e.) look behind doors and in cupboards, etc.
- Leave your contact information for new residents to forward mail.
- Make sure the movers have the correct new address and you have their mobile number to contact them if there is a confusion.
- Carry all important items with you (passports, cash, other important documents, etc).
- Lock the windows, doors and turn off the lights.
- Return keys if applicable.

At your new home:

- Verify utilities are going to be connected and working:
Phone Internet Water Gas Electricity Heating & Cooling
- Clean the kitchen and vacuum as needed (especially where furniture will be going).
- Direct movers / helpers where to put things.
- Change the locks if you wish
- Assemble beds and make up beds as soon as possible.
- Begin unpacking – start with the kitchen and bathroom and other essentials.

Additional tips if you are renting:

- Formally notify your landlord or property manager of the date you're vacating the premises.
- When moving out of a rental property, you may need to clean your carpets and ensure the property is returned in a satisfactory state.
- Arrange for a property inspection to recoup the bond.

CHANGE OF ADDRESS CHECKLIST

Use the following checklist to help you keep track of who you have provided your new details to.

Financial	Company Name	Account Number	Reference Number	Contact Number	Done/Tick
Home Contents Insurance					
Building Insurance					
Bank 1					
Bank 2					
Bank 3					
Rental/ Hire Purchase					
Employer/ Payroll					
Superannuation/Life Insurance Fund					
Health Fund					
Taxation Office					
Centrelink/Pensions					
Accountant					
Other					

Services	Company Name	Account Number	Reference Number	Contact Number	Done/Tick
Electricity provider					
Gas provider					
Landline Phone Provider					
Mobile Phone provider					
Internet/Broadband Provider					
Pay TV provider					
Electoral Office					
Post Office					
Library					
Dog Registration					
Medicare					
Drivers License					
Other Licenses					
Car Registration					
Club Memberships					
Schools/University					
Newspaper Delivery					
Church					
Doctors & Dentists					

Lawn Mower Contractor					
St John Ambulance					
Vet					
Friends & Relatives					
Subscriptions					
Lawyer					
Gym membership					
Other Services					