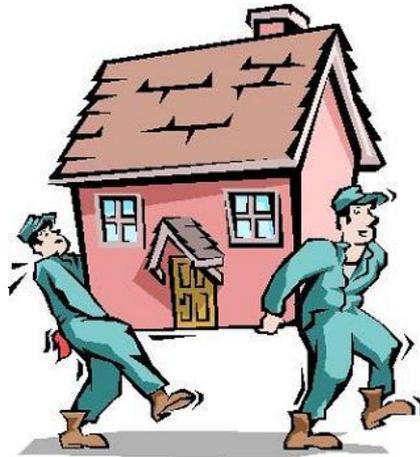


Moving Home Checklist



Moving home can be very exhausting if not planned properly. You need to make sure that you not only pack and clean, but also notify all relevant people and organisations about the change in address.

Before you move, make sure you take the time to de-clutter, don't take all your stuff to your new home. Go through all your belongings, throw away what you don't need and organise a garage sale or sell / donate excess clutter.

CHANGE OF ADDRESS CHECKLIST

Here is the first checklist listing all the people you need to notify.

Government organisations	✓
Australia Post	
Australian Electoral Commission	
Australian Taxation Office	
Department of Human Services (Centrelink, Medicare, child support agency, etc.)	
Driver licence	
Library	
Local council (rates)	
School, TAFE, University	
Vehicle registration	
Water and sewerage	

Non-Government organisations	✓
Accountant	
After school care	
Automobile Associations	
Banks and Credit Unions	
Charities	
Chemists	
Childcare	
Clubs	
Credit card/hire purchase	
Dentist	
Doctor	
Electricity	
Employers	
Family and friends	
Financial advisor	
Gas	
Gym	
Health professionals (physiotherapist, podiatrist, optometrist, osteopath, etc.)	
Home phone	
Insurance (car/ house/contents)	
Insurance (health/ambulance)	
Insurance (life/income/funeral plans)	
Internet service provider	
Legal representatives (solicitors)	
Loyalty programs & store cards	
Mobile phone	
Newspapers & magazine subscriptions	
Pay TV	
Real estate agents	
Schools, Tertiary institutions	
Superannuation fund/s	
Toll tags	
Union affiliations	
Veterinary service	
Vehicle service centres / repairers	
Video stores	

CHECKLIST WITH BREAKDOWN OF TASKS

The checklist below lists the various tasks with a timeframe.

6 – 8 weeks before you move

- You need to plan your move once your loan has been formally approved or once your builder has given notification of an approximate handover date.
- Research on moving options – DIY vs professional movers
- Plan to set up your new home

4 - 5 weeks before you move

- Create a folder to keep all moving documentation together (checklists, quotes, etc.)
- If renting, give notice to your rental agency
- If renting, organise house cleaning after you move
- Organise quotes for removalists (costs, do they help with packing, do they have insurance, claims procedures, flexibility with re-scheduling)
- Book removalists, if using one
- Measure spaces in your new home to make sure furniture / electronic items fit
- Check moving instructions for TV, washing machine and fridge
- Enrol children into new school and organise for records to be transferred

2 – 3 weeks before you move

- Contact all relevant authorities to notify of your change in address (use the checklist above)
- Start using up food in freezer
- Make sure your new home is cleaned before you move in
- Ask for friends to help with the move or to take care of any young children or pets on the day of move

If packing yourself

- Purchase cartons and packing material (cello tapes, permanent markers, scissors, etc.). Always remember to use clean white paper instead of newspaper to avoid staining. You can also get cartons from your local shops in the shopping strip.
- Label every carton clearly as to the contents and the room destination

- Prepare an inventory list of cartons
- Pack heavier items in small boxes and lighter items in large boxes

1 week before the move

- Organise electricity and gas connection at your new property (at least four days before you move)
- Contact Australia Post and arrange for mail redirection
- Purchase plenty of cleaning supplies for the moving day
- Inform people of change of address (use checklist above)
- Collect instruction booklets for your appliances (stove, oven, air-conditioner)
- Lightly water indoor plants and pack them in plastic lined boxes
- Organise final inspection the day before settlement to ensure all fixtures are as per contract

The day before the move

- Pack valuables like jewellery and important documents in a separate bag to take with you
- Pack an overnight bag with clothes and toiletries to tie you over until you start unpacking
- Pack a survival box with important medications and first-aid kit
- Check car tyres and keep them pumped up for the move
- Collect all keys for the new house including garage and gate

On the day

- Transport perishable items in a cooler box
- Check top of cupboards and walk around the house to make sure you haven't missed anything
- Turn off power and hot water system at old place; turn on the same at the new house
- Lock house and windows as you walk out; remember to leave keys as specified
- Open boxes of fragile items as soon as you can to check for damages and to make insurance claims
- If you have pets or children, pack a separate bag of food, toys and most needed items for until you unpack

After the move

- Contact council for garbage collection information and new resident's folders
- Check that you have relevant keys and instructions. Check security and locks changed, if needed.
- Inform all necessary people and organisations of your move (licence, accountant – use the list above)
- Contact removalists to arrange pick up the cartons. If there were any breakages or damages, remember to contact the removalist and insurance company.
- Start settling in and meet your neighbours