



PATHWAY TO MOVING



Professionals



PREPARATION

To assist you in the organisation of your move, we have developed this checklist of things to do, so it's as trouble free as possible.

8-5 weeks out

- Liaise with your mortgage broker regarding finance on your next property.
- Speak with your solicitor – is your sale definite?
- Confirm exact date for moving.
- Select a carrier or removal company suitable for your needs. Obtain a number of quotes and allow extra for large items like pianos or billiard tables.
- Keep a list of incoming mail and notify change of address of any subscriptions.
- Advise friends and relatives of your move.
- Prepare an inventory of everything and store it with your valuables.
- Plan how and when to pack your belongings.
- Begin collecting large sturdy cardboard boxes for any items you wish to pack yourself.
- Have a thorough clean-out. Don't forget the garden shed and garage.

- Begin to run down supplies of frozen/perishable foods.
- Check that larger appliances and pieces of furniture will fit in your new home and make a list of anything you will not take. If selling, advertise them for sale.
- Arrange a charity pick up for things you no longer need/want.
- Advise your children's school/kindergarten/daycare of your impending move and decide, if not already arranged, on a new facility.

Other requirements:

4 weeks

- Contact internet provider and pay tv company.
- Document a belongings inventory and store in a safe place.

- If renting, advise your current landlord that you will be departing the premises.
- Transfer family allowance benefits.

3 weeks

- Collect family's dental and medical records, letters of introduction and children's school records.
- Advise your solicitor, local council, insurance companies, accountant, hire purchase companies, stores where you have accounts, clubs and gyms of your impending move. See checklist on reverse.

- Start packing and labelling boxes with contents and intended location in your new home.

Other requirements:

2 weeks

- Ask friends and relatives to help on moving day.
- Advise your bank(s), where you have accounts, including credit cards.

- If moving a long distance, check to see if your car needs servicing.
- Take cuttings of plants you value and pot them.



LAST 7 DAYS

7 days

- Notify Post Office to redirect your mail.
- Arrange electoral roll transfer.
- Advise the tax department.
- Start packing and leave out essentials for arrival.

Other requirements:

6 days

- Finalise accounts for gas, water and electricity.
- Ensure continuity of these services to your new address.
- Advise motor registry (licence, registration etc.)

Other requirements:

5 days

- List essential items you will need on moving day.
- Set aside a box of cleaning supplies.
- Confirm booking with carrier.

Other requirements:

4 days

- Collect any items outstanding, for example, lay-buys, dry cleaning, shoe repairs etc.
- Return library books.

Other requirements:

3 days

- Return borrowed items from neighbours or friends.
- Cancel paper and milk deliveries.

Other requirements:

2 days

- Cancel local arrangements, eg; lawn mowing.
- Check with manufacturers if your washing machine and refrigerator motors need bolting down.
- Clean out medicine cabinet.
- Empty rubbish bins.
- Do final clean-out of garage.
- Dispose of flammable items. Drain fuel from lawn mower and other machinery.

Wash and dry any laundry.

Take down curtains, venetians and other blinds, unless they are to remain.

Prepare any items requiring dismantling which are being moved, for example, trampolines, furniture.

Other requirements:

1 day

- Place things you want packed together in boxes.
- Make sure utilities meters have been read.
- Dismantle TV aerial if taking with you.
- Defrost fridge/freezer and wash out interior.
- If moving long distance, have your pet picked up.

If your car is being transported, have it picked up.

Complete packing, clearly mark all boxes with appropriate contents and room.

Other requirements:

THE BIG DAY!

- Keep essential items and valuables with you.
- Tighten all taps.
- Check gas, electric switches and lights.
- Lock all doors and windows.

Check all rooms for forgotten items including basement, garage and roof storage areas.

Confirm the delivery address with removalists.

PACKING hints

Take the time to choose the right packing boxes for the job. Begin packing a few weeks before the move. Start in rooms where items are not in constant use. Always pack heavy items on the bottom and lighter on top. One way of making the task of unpacking much easier – even for children, - is to colour code each room. Packed boxes can be marked with their room's colour, with a description of contents.

Another point to consider in advance of the move, is whether your driveway can take the weight of a fully laden van, or you can get in and out of the driveway. Removalists often provide a guarantee for any damage to your furniture or contents of boxes they have packed, so check your belongings thoroughly when received at your new address and advise of any damage that may have occurred.

Packing fragile items and furniture

- Wrap fragile items in paper.
- Use clean paper, bubble wrap or styrofoam for padding.
- Use plenty of padding to cushion contents (recycle after move).
- Wrap electrical items individually before packing and cushion well.
- Pack containers tightly to avoid shifting but do not overload.

- Protect finished surfaces with paper or cloth to avoid scratches.
- If using newspaper, watch transferring of finger marks.
- Do not wrap porous surfaces i.e. lampshades in newspaper (ink can stain).
- For fragile and porous surfaces, towels and sheets are preferable.
- Let movers pack mirrors, furniture and pictures to prevent breakage.
- Resist packing breakables or liquids such as ornaments, perfumes or sauce bottles, in drawers.
- Do not overload drawers with linen or clothing as too much weight may damage your furniture.

Don't forget...

- Make certain all liquids and foodstuffs are in sealed containers.
- Dispose safely of volatile chemicals (oil, antifreeze, gasoline).
- A few weeks before the move gradually start reducing stockpiles of frozen and tinned goods. These are notorious for spoiling, spilling or simply taking up space and packing time.

Contacts checklist

You may also care to consider notifying the following of the date you are moving and your new address.

UTILITIES

- Gas/Heating
- Electricity
- Telephone (landline and mobile)
- Local Council
- Post Office
- Internet
- Pay Television

GOVERNMENT

- Tax Department
- Electoral Office
- Motor Registration
- Drivers Licence
- Child Endowment

HEALTH

- Doctor
- Dentist
- Optician
- Health Insurance
- Medicare

FINANCIAL BUSINESS

- Banks
- Credit Cards and Store Cards
- Building Society
- Credit Union
- Hire Purchase
- Finance Company
- Leases
- Shares/Investments
- Insurance (Car, House, Boat, Life)
- Superannuation Fund
- Legal Representative
- Conveyancer
- Accountant

PERSONAL

- Neighbours
- Relatives
- Friends
- Employer
- Churches

CLUBS

- Scouts/Ballet etc
- Social or Other
- Auto Club
- Sporting
- Fly Buys
- Frequent Flyers
- Gym

EDUCATION

- Schools/Day Care/Kindergarten
- Library/Magazine Subscriptions

HOME SERVICES

- Cleaning
- Gardening
- Lawn Mowing
- Alarm Monitoring
- Rubbish Collection
- News Agency
- Milk Delivery

Talk to your Professionals agent today about potential business partners who can assist you with your move.

