

Moving Checklist

Plan your move with our moving checklist to make sure your move is easy, stress-free and that you don't forget anything important.

6-8 weeks before moving day

- Get at least **3 quotations** from 3 different removalists. Read their Terms and Conditions carefully.
 - Check building management rules on moving. Check if you need to **book loading zones or lifts**. Choose a moving day accordingly.
 - Make a list of all your furniture and white goods** and decide what will move and what you want to be disposed of.
 - Plan and arrange storage, insurance, box hire, packing services, vehicle or pet transfer as required.
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4-6 weeks before moving day

- Start listing furniture and other household goods** that you want to sell. Check what other sellers are pricing for similar items. Knock down the price by \$10 each week. If there are no interested buyers, **consider a council pick up or a donation** to Salvos or Vinnies.
 - Pack** as early as possible. Start with the storage areas and garage. Then go through out-of-season clothing, books and documents, decorative items and memorabilia. **Declutter while you pack**. Assign furniture and boxes to rooms using labels or post its and a room plan.
 - Arrange the **transfer of services** or cancel and replace services for: electricity, gas, water, internet, phone.
 - Choose and **book your removalist**.
 - Arrange a cleaning service** if you need one. It's best to arrange the cleaners for the day after the move in case there is any delay. Cleaners also work better when the house or unit is completely vacant.
 - Give notice to your real estate agent or landlord** as per the terms of your lease. If you are buying or selling a home, **check with your lawyer if settlement will be on the scheduled date**.
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1-2 weeks before moving day

- Meal plan in a way to **eat through as much of your refrigerated and frozen food** as you can.
 - Notify important contacts of your change of address:** work, friends and family, school, university and/or daycare, your GP, the Tax Office, Medicare, the Electoral Commission, the RMS for your licence and car registrations, your bank, your accountant and local community service providers (Church, library, other associations). Arrange a **mail redirections service** with the local post office.
 - Organise someone to take care of your young children or pets on moving day**.
 - Hold a garage sale** for any items left. Plan a trip to the tip, a council pick up for arrange a skip bin for anything that is left over.
 - Write up an inventory** of all your furniture, appliances, boxes and small items.
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The day before moving day

- Finish packing. **Pack an essentials box** with toiletries, a change of clothes, basic dinnerware (glasses, cutlery and bowls), bed linen and towels. While you pack, put all the boxes on one side of the room against a wall so it's easier for the removalists to move around and so that you can see anything that you've left behind.
- Charge all your devices**, pack all your electronics, plugs and chargers in a clearly labelled box.
- If you have booked packers for this day, set aside what you want to personally pack before they arrive. **Give the packers clear instructions**. Before they leave, double check that they have packed everything you needed them to.
- Read instructions on appliances and electronic goods on how best to prepare them for a move**. Some may need to be unplugged for 24 hours. Others may need **their parts to be bolted tightly** to ensure little to no movement. **Drain any hoses and washers. Wipe down all appliances**.
- Check for any flammables** such as gas tanks, chemicals, aerosols or other non-allowed items such as paint. You may have to move these yourself as removalists may not allow you to.

On Moving Day

- Make sure **you have the phone you listed as your removalist's contact with you** so they can reach you easily. Make sure someone is present for the whole move.
 - Prepare parking and access** for your movers. If you have booked lifts, check with the building manager that they are ready and that you have the keys to the lift. If the parking is onstreet, save spots as close to the access points as possible.
 - Give your **room plan and clear instructions to the removalists**. Ensure they have swipe cards or keys to any of the gates, doors or lifts.
 - Before the removalists leave, **check that all the items have been moved**. Check every drawer and shelf, under every wardrobe, cabinet. It's best to go through the entire home and garage with the supervisor.
 - Turn off every switch, the gas and water at the meter** to make sure you won't be charged for anything after you leave.
 - Make sure **you have all the keys to your old place** and hand these over when possible.
 - At your new home, you may want to do **a thorough cleaning** before the removalists set your furniture and other household goods down. If you can do this before moving day it is probably easier.
 - Ensure the removalists have put everything where you wanted them to and that anything you needed reassembled or installed has been done.
 - Check your room plan and inventory to **make sure you have every item and box** and that nothing is missing or damaged.
 - If you have booked unpacking services, **ask them to unpack the essentials and electronics boxes first**. Give them clear instructions.
 - Let your fridge coolant settle for 3 hours** in its designated spot before turning the fridge on.
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In the week after the move

- Clean and do the final inspection** for the property you have moved out of if it was a rental or if settlement for the property you moved out of is after your own moving day.
- Lodge a claim for your rental bond**. Lodge any necessary insurance claims.
- Unpack your boxes**. Arrange the return of your boxes if they were hired.
- Check for any mail that is still going to your old address**.
- Have a housewarming party or celebrate quietly with a bottle of wine or some beers!**