

## Mover's Checklist

Moving house can seem daunting - there's so much to think about. So Personalised Settlements has put together a comprehensive Mover's Checklist to help you keep track of tasks essential to a well organised and stress-free move.

### 4 - 6 weeks before the move

Book a firm date for moving and arrange time off work if possible

If renting, advise your current landlord or agent, in writing, of your intention to move

Furniture Removal. When planning your move, consider:

- Does your new house allow access for large appliances and pieces of furniture?
- What level is your new house on? Is there a lift? Do you need to book the lift?
- Decide whether you're to be moved by professional removalists or with the help of family and friends.

Redirect your Mail & Change your address

- Advise organisations of your change of address – refer attached.
- Have Australia Post redirect it to your new address.

Packing Up

- Plan ahead. Get rid of as much junk as possible through charity bins or garage sales.
- Start to use all the food in your freezer to prevent wasting it when you move
- Start your packing early
- Complete an inventory of all items packed
- Check your insurance policy - will it cover the move?
- Make a list of items you'll need available for the moving day, so that you don't pack something essential

### 2 weeks leading up to the move

Organise your utility accounts

- Arrange for disconnection and reconnection of electricity, gas, telephone - you can do this online or by phone (Synergy 131353, Alinta 131352).
- Don't forget to cancel newspapers, cleaning, gardening, pet grooming and other local services
- Return things like library books and be sure you've picked up any dry-cleaning, shoe repairs etc

Cleaning Up

- Book professional cleaners if necessary
- If renting, arrange for carpet cleaners to come in after you have moved your furniture
- Collect instruction books for stove, dishwasher, security system and leave for new owner
- Defrost and clean your fridge and freezer the day before you move
- Safety - consider all safety implications when packing and moving - see Hints & Tips for more information

### Last minute and Moving Day Hints

- Make or confirm key collection arrangements with real estate agent
- Pack a small box of items you'll need for immediate use in your new home, including some toiletries, a change of clothes, medicines, toilet paper, soap and towels
- Pack another box with kitchen essentials for the move day such as a kettle, cutlery, mugs, tea, coffee and snacks
- Do a final check of all storage areas
- On moving day, get an early start
- Check off all furniture and cartons against your inventory as they go into the van or truck
- Turn off gas & electricity at the meter
- Turn off all taps
- Check that all doors and windows are securely locked as you leave your old house
- Be sure to keep your valuables, personal effects and important papers with you, so they don't go astray
- Unpack bedding and make up beds as soon as possible - you'll thank yourself at the end of a tiring day
- Test all keys and consider changing your locks

## Change of address Checklist

Advise the following:

- Telephone Company
- Synergy (electricity)
- Alinta Gas
- Milk / Newspaper delivery
- Electoral Office
- Bank / Building Society / Finance Co
- Post Office (consider requesting redirection)
- Dept of Motor Vehicles
- Solicitor
- Accountant
- Dentist / Doctor
- Insurance Companies: Building / Contents / Car / Health / Life / Superannuation
- Taxation Dept
- Schools
- Medicare
- Centrelink
- Credit Cards: Store Cards / Fly Buys / Qantas Frequent Flyer
- Lawnmowing Contractor
- Stock Broker / Share Registry
- Pay TV
- Employer
- Mechanic
- Library
- Dog License & Registration
- Club Memberships
- Red Cross
- St John Ambulance