



Moving Checklist

6 - 8 weeks before 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: Removalists Truck Hire & Cleaning Services
- Confirm with the agent when you can pick up with keys. This will determine your moving day.
- 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 (Link on our website under rent)
- Plan how you will move vehicles, plants, pets and valuables.
- Design and pre-plan your space. Try to establish the exact purpose of every room; this will enable you to pack boxes accordingly – you can use a floor plan or sketch.
- Hold a garage sale, donate, sell, or throw out unnecessary items.
- Acquire packing materials: Boxes Tape / tape gun Newspapers / bubble wrap Labels Markers
- Pre-plan and schedule repairs to be done that you have committed to making.
- Return borrowed or rented items.

2 - 4 weeks before moving:

- Finalise moving transportation and make necessary arrangements (i.e. helpers)
- Schedule disconnection / connection of utilities at old and new home: Phone /Internet /Gas/ Electricity
- Discontinue any delivery services, automated payment plans and local memberships if moving out of area (i.e. gym).
- Change your contact details with various service providers (banks, licence, insurance, lawyer, etc).
- If you have a pet you must change / update its registration with your council.
- Organise contents 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.
- Confirm the time of settlement with your Lawyer / Conveyancer if buying.
- Contact a cleaning service, if you are using one, to ensure they are available on moving day.
- 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 steam clean your carpet, and ensure the property is returned in a satisfactory state.
 - If your renting speak with your property manager to arrange your final inspection



1-2 weeks before 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.

1-4 days before 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.

Moving day:

At your old home:

- 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.
- Make sure the movers have the correct new address and you have their mobile number to contact them if there is 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 working: Phone/ Internet/ 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.
- Assemble beds and make up beds as soon as possible.
- Begin unpacking – start with the kitchen and bathroom and other essentials.

Ray White **Know How**

Change of Address



Financial

Accountant
Solicitor
Bank/Building Society
Credit Unions
Credit Cards/Accounts
Finance Companies

Other

Australia Post
Employer
Clubs/Associates
Driver's License
Motor Vehicle Registration
Real Estate Agent
School/University
Subscriptions
Rental Companies

Insurance Company

Car
Building and Contents
Life
Pet

Utilities

Electricity
Gas
Telephone
Post Office
Local Council
Internet

Medical

Dentist
Doctor
Health Insurance
Optometrist
Pharmacy
Veterinarian

Government

Centerlink
Medicare
Electoral Office