

## LAST DAYS

- return things like library books
- cancel local arrangements eg. mowing, newspapers
- clean out fridge and freezer
- have a final clean out, getting rid of flammables etc.
- collect outstanding laybys, dry cleaning, shoe repairs etc.

## MOVING DAY

- carry valuable and important papers
- consider carrying with you essential things you'll need when you first arrive

What you should do on the day

You can arrange for the removalist to pack china and glass, take apart and reassemble bedsteads and wardrobes, take down wall hangings, mirrors and pictures and take up and relay loose carpet squares and rugs.

### There are some things you should do yourself:

Self assembly furniture- particularly if made of chipboard is best dismantled before you move clothing and personal articles - pack these the day before

Money, Jewellery, documents etc. - unless an insurance policy specifically covering these items for the move has been taken out you are entirely responsible for the transit of such valuables

Flammable or explosive materials - dispose of, or make separate arrangements to move them

Drain fuel from fuel heater and motor mowers. Portable gas cylinders, pressurised spray cans and matches cannot be carried by the removalist

Load Last (Unload First - pack a suitcase or box and include snack food, tea or coffee cups and a kettle. Put in soap, a towel, tin opener, corkscrew, kitchen sponge and cleaner, aspirin, rubber sink plug and spare light globes. Mark this box "Load Last" . Include the vacuum cleaner for a last clean of your present house and a first clean of your new house before the furniture is placed.



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PEACE OF MIND FOR UNIT OWNERS

## FINAL CHECK LIST

- Is everything on your Take-with-Me List?
- Have you left anything behind? Take a last look around.
- Are all the water taps turned off?
- Is the electricity turned off at the mains switch?
- Are all the windows locked?
- Are the back, side and front doors locked?
- Have you surrendered the house keys to the new owner or real estate agent

## MOVING IN:

Send an advance party before the removalists to open up the new home. All too often someone at the other end "slips up" over the keys. Have someone on hand to admit the removalists. You may incur storage and redelivery charges if, after a reasonable waiting period expires, they cannot gain access.

Follow these guidelines to minimise the stress and disruption usually associated with moving house

These handy hints are courtesy of Downard Pickfords Pty Ltd

**REi**  
Real Estate Institute  
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## Peace of Mind for Unit Owners

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**MOVING HOUSE CHECKLIST**



# Moving House Checklist

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**BANK:** Transfer your account and the contents of any safe deposit box to a branch near your new home. If you prefer to stay with your present branch the manager can arrange drawing facilities for you at a more convenient branch.

**CREDIT CARDS:** Fill in the change of address portion on your statement when returning it with your payment.

**DOCTOR AND DENTIST:** Let them know you are moving as a matter of courtesy before you register in your new locality.

**ELECTRICITY:** Allow three working days for the final meter reading. If you have any appliances to disconnect contact a qualified electrician.

**ELECTORAL ROLL:** Contact the local Electoral office in your new area within a month of moving in. They will have your name automatically struck off the former electoral roll.

**FINANCE COMPANIES:** Notify the office where you make repayments.

**GAS:** Notify your gas supply company of your moving date one week before to arrange for the final reading and advise them of your new address. Contact a qualified plumber to disconnect or reconnect appliances.

**INCOME TAX:** Advise your local taxation department of your change of address within seven days.

**INSURANCE:** Notify your Broker/Agent to ensure that all relevant insurance companies are given your new address or contact the companies yourself.

Remember: if you are buying property you need house cover from the time of the signing of the contract.

**LOCAL BUSINESS ACCOUNTS:** Close any accounts you are unlikely to use in the future.

**MAIL:** The Post Office will redirect your mail for up to 12 months. The charge is per month and they need one days' notice.

**MOTOR REGISTRATION ...THIRD PARTY ...DRIVING LICENCE:** Notify the Motor Registration Branch of your change of address within 7 days of moving.

**ORGANISATIONS AND CLUBS:** Notify any business, civic, social, cultural, charitable, sports or automobile club or body of which you are a member.

**PROFESSIONAL ADVISERS:** Notify your solicitor, accountant, stockbroker, strata manager etc.

**PENSION:** Visit or write to your local Social Security office giving them your reference number, your old and new address and the date of your move

**RELATIVES AND FRIENDS:** Tell everyone your new address and telephone number as soon as the details are confirmed. Make a list and tick off names as they are told

**TELEPHONE:** The office serving your suburb is listed in the front of the directory. Allow two or three working days for a final reading. If a telephone is installed in your new home contact the previous owner to arrange a final reading on the departure date.

**SCHOOL:** The Education Department can supply the information on schools and names of the principals to contact. For private schools contact the Association of Independent Schools or from the school currently attended by your child.

## **8 WEEKS AHEAD:**

ascertain a firm date for moving

select a removalist or rental van suitable for your needs

have a thorough clean-out

check that larger appliances and items of furniture fit in your new home

run down frozen and canned food supplies

keep a list of incoming mail to notify change of address

## **4 WEEKS AHEAD**

plan how and when to pack things

advise your children's school/kindergarten of impending move

list essential things needed for moving day

prepare an inventory of everything and store it with your valuables

begin collecting large sturdy boxes

decide your children's new school/kindergarten

## **2 WEEKS AHEAD**

ask friends and relatives to help on moving day

start packing, labeling each box with contents and its intended location in your new home

have your car serviced

## **1 WEEK AHEAD**

arrange the redirection of your mail

arrange electoral roll transfer

confirm removalist or rental van booking

organise final accounts for gas, electricity and telephone