

CHECKLIST, TIMELINE AND REMINDERS



So – you've found a place and have a moving date. It's time to get organised. Tick each box as you complete each task.

4 Weeks Before the Move

- Arrange **removalist quotes**
- Need to hire furniture?
- Settle any outstanding bills.
- Create an inventory list of items you want to move. Separate moving items into categories, e.g. "moving", "storage" "disposal", "giveaway", "garage sale".
- New city? Research general information about your new city. Where is the local supermarket, hospital, petrol station etc? Check local schools and child care facilities in the new area. Arrange the transfer of your children's school records to the new school.
- Back up the computer hard disk. Ensure the printer, scanner etc are ready to travel. See the manufacturer's warranty if need be.
- Pick up your family's dental, school, vet and medical records.
- Formally notify landlord of vacation of premises date. Arrange to settle all outstanding debts.
- Arrange for a property inspection so that you may recoup any bond owing to you.
- Arrange for a cleaner (before the inspection).
- Review home and contents or car insurance

3 Weeks Before the Move

- Begin your packing of items not often used e.g. those stored in your basement, garage or attic.
 - For unwanted items, consider a charity OR a garage sale. Aim to hold your garage sale 14 days before move out.
 - Disassemble any built in fixtures and fittings ready for transport.
 - Disassemble outdoor items i.e. swing sets, cubby house etc. Remember to place all bolts, brackets and screws in a labelled, sealed container for safe keeping.
 - Disassemble all prefabricated furniture ready for transport such as computer desks or sewing machine desks.
 - If necessary, open new bank accounts and other required services e.g. safety deposit boxes and Post Office Boxes.
 - If you own a pet, get records, medical history, immunisation certificates etc from your vet. Have your pet ready for collection as close to moving time as possible. Make sure your pet has a familiar toy for reassurance during the trip.
 - Move valuables to a safety deposit box and out of harm's way. Take these out of safety deposit just before moving day.
 - Make your travel bookings/arrangements e.g. plan your route, travel stops and accommodation.
 - Arrange to have sufficient cash to cover the move.
 - Confirm your moving schedule with the new real estate agent or landlord at the new location.
- Arrange interim accommodation if required.
- Separate the boxes and luggage needed for yourself and your family.
 - Storage required – temporary or permanent?
 - Service your car, lawnmower and other mechanical assets. Drain oil if you wish to avoid leakage and/or fire during the move.
 - Gather your spare keys and hand them over to the real estate agent or new owner/tenant.
 - Take the electric garage door opener out of the car before you go.

NOTE: The following are classed as dangerous goods and cannot be stored or transported:
Ammunition; New or partially used cans of paint; Linseed oil; Bleach products; Gas cylinders (unless

emptied); Turpentine; Kerosene; Petrol; Cleaning fluids; Aerosols of any kind; Vegetable oils; Chemical sets.

2 Weeks Before the Move

- Return video's, DVD's and library books.
- Plan for any special needs of children and pets prior to, during and after the move such as medication, food, care or entertainment.
- Hold your garage sale.
- Create an inventory list while you are packing for each box. Attach it to each box as you pack it. This will help if you need to find something after it has been packed. Make a copy for every box you have to pack.

Final Week Before the Move

- Arrange disconnection and reconnection of phone, gas and electricity.
- List the major service providers you need to notify of your address change.
- Plan to use any remaining food in your refrigerator over the last days in your old home.
- Defrost and clean refrigerator, using baking soda to dispel odors 2 days before you move.
- Pack your personal luggage last. Carry jewelry and valuable documents yourself or use registered mail.
- Take valuables out of safety deposit box.
- Make sure meals are pre-prepared for moving day and the day after.

Moving Day

- Don't Lose This Checklist!
- Check all of the cupboards before you go.
- Take 5 minutes before you drive off to stroll around for one final check.

After Moving Day

- Finish notifying major service providers of your address change
- Finish notifying friends, family and small business contacts of your address change