

READY FOR THE MOVE?

Here's a handy checklist that might help you get organized ...

Moving Countdown

Detailed planning and preparation for moving house will certainly make the whole job easier. Follow a schedule that organises tasks within a time frame to help keep you on track.

As early as you can ...

- Get estimates from a few removalists and choose the one that best suits your needs, or if you plan to move yourself, get estimates for truck rental and be sure to book in advance.
- Obtain or draw a floor plan of your new house. Use it to help you decide how to place your furniture, what furniture might need to be sold before you move, or purchased after you move.
- Contact the information office or local council and start gathering information about your new neighbourhood.

6 weeks before the move ...

- Discuss all the costs, procedures and logistics of your move with your removalist. Check the contract conditions that will apply to the move.
- Ensure that you arrange with your removalist or household insurer for insurance to cover loss or damage during the move.
- Make lists of your possessions, and determine what can be sold, donated to charity, or thrown away.
- If necessary, get copies of your records from doctors, dentists, lawyers, accountants, schools, etc and start making arrangements to transfer these connections.
- Go to the post office and obtain a change of address kit and start filling out the cards. Don't forget about changing the address on magazine subscriptions, etc.

4 weeks before the move ...

- If you have contracted to have the removalist do all the packing for you, arrange to have this task completed a day or two before loading the truck.
- If you need it, arrange for storage.
- Clean or repair any furniture, curtains, or carpets that need it.
- Hold a garage sale. Use the extra cash to splurge a little on your new place.

3 weeks before the move ...

- Assemble materials to help with the packing
 - Hand trolley
 - Packing tape
 - Bubble wrap
 - Newspapers
 - Scissors
 - Utility knife
 - Labels
 - Felt-tip markers
 - Boxes, boxes, boxes

- Begin packing items that you won't need until after the move. Don't make boxes too heavy. Make sure you label them clearly
- Arrange to cancel utility services at your old home and have them installed at your new home.

2 weeks before the move ...

- Arrange to transfer your bank accounts to new branch locations. Adjust any direct deposit or direct debit arrangements accordingly.
- Consult your veterinarian about how to make moving easier for your pet.
- Make arrangements for your new telephone service.
- Adjust all your household insurance arrangements with your household insurer.
- Cancel delivery services.

1 week before the move ...

- Transfer all medical prescriptions to a pharmacy in your location.
- If you will need a babysitter, arrange for moving day care.
- Return library books, DVDs and videos.

2 or 3 days before the move ...

- Defrost your refrigerator and freezer.
- Have the removalists pack. Make sure they label all boxes very clearly.
- Arrange to be ready to pay the driver on delivery day.
- Set aside valuables and legal documents to go with you, not in the truck.
- Pack clothing and toiletries to go with you.
- Pack your first-day handy items box (see "Delivery Day") to go with you.

Moving day ...

- Do-it-yourself movers should pick up the truck early.
- Make lists of items and boxes loaded onto the truck.
- Let the removalist know where you can be reached.
- Keep all moving documentation in a safe place until delivery, payment and claims (if any) are finalised.
- Check your old house to make sure you've turned off water, appliances etc.
- Be on hand to answer questions and give directions to the removalist.

Delivery day ...

- Assemble first-day handy items
 - Scissors
 - Utility knife
 - Coffee and tea cups
 - Kettle
 - Paper plates
 - Toilet paper
 - Instant coffee, tea, drinks and snacks
 - Soap
 - Pencils and paper
 - Local phone book

- Masking tape
- Bath towels
- Trash bags
- Toiletries kit
- Shelf liner
- Check items as they come off the truck
- Make sure the utility services are connected

Things to Do – Tick When Completed

Here's a final checklist of contacts to be made:

Financial/Legal (notify in writing)

- Bank (including children's accounts)
- Building Society (loan and savings accounts)
- Credit Union
- Age/Invalid/Repatriation Pensions
- Public library, video store
- Life insurance company (quote policy no.)
- Car insurance company (quote policy no.)
- Any other insurance (children's accident, etc)
- Home security company
- Finance company
- Credit cards (store accounts, etc)
- Car registration
- Driver's licence
- Electoral office
- Shares & investments

Personal/Social

- Employers
- Schools
- Part time, evening and correspondence courses
- Doctor
- Dentist
- Baby health centre
- Health fund
- Social clubs
- Children's activities (Scouts, ballet, etc)
- Sporting clubs
- Neighbours
- Relations and friends
- Other

Housekeeping

- Newsagent (with date last paper required)
- Electricity (“off” at old address, “on” at new address)
- Gas (“off” at old address, “on” at new address)
- Telephone (“off” at old address, “on” at new address)
- Garden, house cleaning, and pool maintenance contractors
- Post office (pay a monthly fee for redirected mail)
- Magazine subscriptions (anything received by mail) - save wrappers with reference numbers

Moving Notice

Make up a “Moving Notice” and photocopy enough for your requirements. It will save a lot of time and writing letters. Here’s a sample:

WE ARE MOVING!!
John & Mary Black are leaving
1 Gold Street, Smithtown
and will be at
10 Brown Street, Bowral NSW 2576
From 1st November
New Telephone: (02) 4863 0000

Email: johnmaryblack@smallpond.com