

Your Moving Checklist

Whether you're planning to move into a Retirement Village or an Aged Care Facility, or you are preparing a 'deceased estate' for the upcoming sale/rent of a property, many of the activities that need to be done before the move can be easily forgotten. On this page is a handy printable checklist of pre-moving actions that you can either do yourself, or you can request your removalist to do this for you as part of their full packing service.

Pre-moving Day

- If you are currently renting, make sure you give appropriate notice to the landlord in accordance with the lease and the relevant tenancy legislation.
- If you are planning to simultaneously settle the sale of one property and the purchase of another, inform your solicitor so they are aware of this situation, and can advise you accordingly regarding any appropriate steps that need be taken to ensure a smooth transition.
- Change your address and redirect your mail. Write a list of everyone you need to inform of your new address and cross each one off as you go along. There's always a few bills and personal letters that find their way to your old address, sometimes never to be seen again. So consider a six-month redirect service via the Post Office to capture anything you've missed

Council Rates and Utilities

Council and Water Rates

If you are buying or selling a freehold property your solicitor will generally ensure that the relevant Council is notified of the change of ownership. Check with your solicitor that this is the case. An adjustment will usually be made at settlement to reflect any prepayments or arrears. The same arrangements may apply to water rates, so again check with your solicitor. If you are renting, Council and water rates are generally the responsibility of the landlord.

Utilities

Contact your electricity, gas and telephone providers to have the services disconnected and advise them of your new address. They usually require up to 5 business days notice in advance. The provider may send someone out to read the relevant meters, or you may be asked to take the readings yourself and advise the result over the telephone. Final accounts will usually be sent to your new address, or can be settled over the phone by credit card.

Arrange to have the required services connected to your new home. Again they usually require up to 5 business days notice in advance, and in some cases you may have a choice of service providers to select from.

Mobile Telephone

Notify your service provider of your new address for billing purposes and confirm whether the service extends to the area of your new address.

Internet Service Provider

Check whether you will be able to access your existing Internet Service Provider (ISP) from your new address for the cost of a local call. If you can't, check the terms of your current agreement regarding termination and start looking around for a new ISP. A penalty may be payable if you terminate the contract part way through an agreed fixed term.

Cable and Satellite TV

Check the terms of your current agreement regarding termination. A penalty may be payable if you terminate the contract part way through an agreed fixed term. Consider having cable or satellite TV connected to your new home.

Other Services

Cancel any other 'home services', e.g. newspaper deliveries, gardening services etc.

Your Whitegoods and Appliances

- All food should be removed from the fridge and freezer.
- Defrost appliances, wipe interiors dry and leave doors left ajar.
- Empty the fridge drip-tray of excess water.
- Clean the microwave oven and wipe dry. Ensure the microwave oven plate is packed separately.
- Clean oven and hot plates.
- Toasters and grillers emptied and cleaned, then packed into boxes
- Water, coffee beans and filters removed from coffee makers and packed into boxes.
- Dishwasher emptied and dishes dry and cleaned.
- Washing machines emptied of clothes and water, with the hoses secured in an upright position. Never disconnect the waste water hose unless you know the machine is completely empty of water.
- Dryer is empty of clothes and filters cleaned.
- Kettle and steam-irons empty and drained of all water.
- Batteries removed from all toys, clocks and battery powered devices.
- Items that belong to the house should be separated from items that you are taking with you.

Your Pantry

If you are not planning to take your pantry items and you've got too little time before your move to use them up, you may wish to donate them to a food bank or shelter that would be happy to take your food supplies to share with others. Alternatively, reduce your stock down to the essentials you want to carry with you, i.e. cans, sealed boxes and bags that don't require refrigeration.

- Bagged food should be placed in ziploc bags or plastic grocery bags, then sealed with duct tape to limit leaking in transit.
- Sealed cake mixes, cereal and cookies are best moved in their own original packaging, with heavier items at the bottom of a medium-sized box. Do not overload boxes.
- Wrap spices and jarred items in protective paper or plastic wrap, and pack them as you would any glassware.
- Be sure to label any boxes containing food as 'perishable'.
- Make sure all lids are on and tight, especially on liquids.
- If doing your own packing, all bottles of liquids must be standing upright in the boxes.

- Discard all out-of-date food items
- Empty all food storage areas and discard any old perishables

Your Odds & Ends

- Have a special moving carton prepared for your small items that you might need first, such as television and video remotes, bed legs, shelf supports, screws, bolts, cupboard & filing cabinet keys etc.

Your Personal Possessions

- It is helpful to make an inventory of your possessions and work out a) what you are taking with you b) what you are not taking with you that must be either disposed of or put into storage c) what you are leaving behind, if anything.
- Your removalist can help you sort and select your possessions for moving or storage, especially if you're moving overseas. What goes by sea, what goes by air? They can usually also arrange for long-term storage if needed.
- Measure furniture and doorways to determine if larger pieces will fit through the doorways, as they may need to be disassembled.
- Consider labelling your boxes with the room they belong in as this will make unpacking much simpler. If you're super organised, keep an inventory of what's in each box.
- Load goods in a pre-designated order, saving 'last load' items for the rear of the transport vehicle.
- Removalists do not generally transport pets, so you will have to make alternative travel arrangements for them.
- Check beforehand that your removalist is prepared to move your plants, as you may have to make alternative arrangements.
- If you are planning to pay by credit or debit card, check that you will not be exceeding your daily limit with your bank.
- Confirm parking arrangements for your removalist at both your old and new addresses, and obtain any permits required.
- Don't forget to leave out clothes for you to wear on moving day.
- Keep all your valuable items boxed in one area for you to take with you in the car.
- Keep items you may need to take with you in the car, especially if it's a long journey. E.g. pillows, blankets, food, maps, esky etc.
- Check every room and closet one last time to make sure nothing is left behind.
- Don't forget any cash or other valuables buried in the backyard or hidden in the toilet cistern, and bits and pieces stored in the attic and under the house.

Your 'First Night' pack

- Have a special box put aside for the things you might need for the first night in your new home, such as alarm clock, kettle, tea and coffee, sugar, mugs, basic cutlery and dinner set, food and drinks.
- Bed linen for your first night.
- Telephone and phone plugs.
- Power extension leads.
- Bathroom and medicine needs.
- Your pet-needs such as food, bed, bowls, etc, if applicable.

Things not to pack

- If you're moving interstate or overseas, remember to leave out your hand luggage essentials such as your plane or bus tickets, passports, car and hotel paperwork, credit cards, cash, traveller's cheques, keys and personal papers.
- Your property settlement papers, keys, other important business or personal papers, jewellery, mobile phones, laptop computer with their chargers or anything else that you find valuable. We suggest that you take these items in your car.
- Check for any flammable or dangerous goods in your house, attics or sheds. These things cannot be loaded onto the truck or stored.
- Drain all fuel or gas from fuel-powered items, such as lawnmowers, blowers, snippers, heaters, oil lamps, primus stoves and gas bottles.

Insurance

- Check that your new home is covered for when you move in, and your current home will be covered until you leave.
- Also check with your removals company that they have insurance and what is included in their cover.

Leave a Note

- Consider leaving behind a note for whoever will be moving in after you've moved on. It could be a helpful note listing the neighbour's names, bin collection day, your new address so stray mail can be forwarded to you, and where to find the best local restaurants, or just to simply wish them well.
- You could also assemble a folder of important information about your house to leave for the new home owners. e.g. documentation for fixtures like the air conditioning unit, water heater, pool filter, garage door etc including any remote controllers.