



MOVING CHECKLIST



1-2 MONTHS BEFORE

- Create binder/folder for moving records (estimates, receipts, inventory lists, etc.)
- Contact Box it for a quote and book delivery date. Order packing materials (boxes, tape, bubblewrap, markers, etc.)
- Schedule disconnection/connection of utilities at old and new place.

Phone Internet Pay TV Water Garbage Gas Electric

- Plan how you will move vehicles, plants, pets and valuables
- Plan how you will arrange furniture in the new place - use a floor plan or sketch
- Hold a garage sale, donate, sell, or trash unnecessary items
- Schedule transfer of records (medical, children in school, etc.)
- Get copies of any records needed (medical, dental, etc.)
- Make any home repairs that you have committed to making
- Get things back that you have lent out
- Start using up food you have stored so there is less to move
- Check with the Australian Tax office or your accountant for possible tax deductions including moving expenses

3-4 WEEKS BEFORE MOVE

- Begin packing non-essential items
- Label boxes by room and contents
- Separate valuable items to transport yourself - label as DO NOT MOVE

- Keep a box out for storing pieces, parts and essential tools that you will want to keep with you on move day - label as PARTS / DO NOT MOVE
- Create an inventory list of items and box contents, including serial numbers of major items - use this as an opportunity to update your home inventory
- Fill out a Change of Address form at a post office or online
- Check with your insurance company to confirm that your possessions are covered during transit
- Provide important contacts with your new address:

Employers Family Friends Accountant Others

- Notify your insurance and credit card companies about change of address
- Cancel automated payment plans and local accounts/memberships if necessary
- Take your vehicle(s) in for a tune-up, especially if you are travelling very far
- Complete a Mail redirection or Address Notification service with Australia Post. Pick up an Australia Post moving pack for helpful tips and advice
- Organise carpet cleaning, pest fumigation or end of lease cleaning

1-2 WEEKS BEFORE MOVE

- Continue packing and clean as you go
- Pack items separately that you will need right away at your new place
- Plan to take the day off for moving day
- Find useful things for your children to do - involve them as much as possible
- Find someone to help watch small children on move day
- Begin to pack your suitcases with clothes and personal items for the trip
- Make sure your prescriptions are filled
- Schedule cancellation of services for your old place

Newspaper/Magazine Housecleaning Lawn Pool

- Check your furniture for damages - note damages on your inventory
- Take furniture apart if necessary (desks, shelves, etc.)
- Make sure all paperwork for the old and new place is complete
- If travelling far, notify credit card company to prevent automated deactivation
- Get rid of flammables such as paint, chemicals, pesticides and batteries
- Try and use up perishable food

2-4 DAYS BEFORE MOVE

- Confirm with Boxit your box pickup, delivery date and delivery address
- Make a schedule or action plan for the day of the move
- Continue cleaning the house as you are packing
- Defrost your freezer and clean the fridge
- Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc)
- Pack a bag for water bottles, pen/paper, snacks, documents, and essentials
- Set aside boxes/items that you are moving yourself (make sure you'll have room)
- If travelling with pets, ensure you have adequate water, food, medications, travel cages and a water dish for the trip

MOVING DAY

- Walk through the empty place to check for things left behind - eg. look behind doors
- Leave your contact info for new residents to forward mail/or forward any items left behind
- Lock the windows and doors, turn off the lights
- Record your utility readings

- Verify utilities are working - especially power, water, heating, and cooling
- Perform an initial inspection, note all damages, take photographs if needed
- Clean the kitchen and vacuum as needed (especially where furniture will be going)
- Offer drinks and snacks, especially if the helpers are volunteers
- Assemble beds with bedding
- Begin unpacking, starting with kitchen, bathroom and other essentials

MOVING IN WEEKS 1-2

- Check for damages while unpacking - be aware of deadline for insurance claims
- Replace locks if necessary and make at least 2 copies of your new keys
- Confirm that mail is now arriving at your new address
- Make sure your previous utilities have been paid for and cancelled
- Complete your change of address checklist

- Bank(s)
- Credit Cards
- Loans
- Insurance
- Pension plans
- Attorney
- Accountant
- Physicians
- Family support
- Newspapers
- Magazines
- Licences
- Memberships

- Schedule a time to get a local driving licence and update vehicle registration
- Get local phonebooks and maps
- Find new doctors, dentists, etc, depending on your needs
- After you are moved in, update your home inventory, including photos of rooms
- Update your contents insurance or home and contents insurance