

MOVING CHECKLIST

4-6 WEEKS PRIOR TO YOUR MOVE

- Try and find out when you will get access to your new property.
- If you are renting give formal notice to your landlord/real estate agent of your current rental. Complete/organise necessary repairs at current property to make sure you will recoup your bond. Start cleaning out your entire home including the garage and shed.
- Dispose of rubbish.
- Collect items (including furniture) you wish to donate in a designated spot.
- Return all rented items.
- Dispose of no longer needed and out of date medicines at your local chemist.
- Start using up freezer meals and open packages of food.

2-4 WEEKS PRIOR TO YOUR MOVE

- Confirm when you will have access to your new property.
- Make sure all renovations/building will be completed on time.
- If you need to store some or all of your items please contact us on **1300 013 279** regarding our **storage options**.
- Book your move as soon as possible so you don't miss out on your preferred day and time.
- Apply for leave with your employer for the day of the move.
- Arrange for someone to mind the kids and pets for the day of the move.
- Organise a cleaning service.
- Book a pickup a few days before moving day for goods you wish to donate with a charity of your choice e.g. Vinnies 1300 551 894, 13 SALVOS (13 72 58) and ask for a pick-up from your home.
- Organise good quality packing materials. You can purchase your packing materials at our online boxshop at www.moveageshop.com.au. A delivery option is available.
- Start packing! Start with the non-essential, low use items.
- Organise home and contents insurance for your new property.
- Contact us on **1300 013 279** for a **CHANGE OF ADDRESS** list with all relevant organisations and numbers and online links.

1-2 WEEKS PRIOR TO YOUR MOVE

- Check if there are any access regulations at your new (and old) property. E.g. Are removalists restricted to certain hours, are there parking restrictions, do you need to book a lift? Please inform us of any such requirements and bookings asap!
- If you realise that you have too much to do before your move contact us regarding our packing services and organise professional packers. For more information about our packing services go to our website or give our friendly moving consultants a call on **1300 013 279**.
- Work out a plan where your current furniture will go in your new house. Make sure that it will fit through the doorways to get to its designated spot. Take measurements if necessary.
- Make sure you have contacted everyone on your **CHANGE OF ADDRESS** list.
- Fill prescriptions for the busy time around your moving day.
- Back up your computer.
- Organise Mail Redirection with Australia Post
- Start dismantling outdoor and kids play equipment.
- Continue packing and cleaning.
- Buy more packing materials at www.moveageshop.com.au if you are running low already. A delivery option is available.

A FEW DAYS BEFORE YOUR MOVE

- Pack up all remaining items in your household.
- Pack all your personal items.
- Place all your valuables in a safe place, preferably outside your home.
- Pack priority boxes with essential and easy to lose items.

- Confirm (again) all your details with your Real Estate Agent, Property Manager and/or lawyer as applicable.
- Confirm any last-minute tradesmen and deliveries for your new home are on schedule
- Make sure gas and electricity will be connected at your new home before the moving day.
- Organise for services to be disconnected at your current address a few days after your move (just in case you need to go back for any reason).
- Drain fuel from any garden tools you will be taking with you.

THE DAY BEFORE YOUR MOVE

- Make sure all meters (gas, electricity and water) have been read.
- Make sure EVERYTHING is packed.
- Make sure that all valuables including but not limited to jewellery, watches, phones, trinkets, precious stones or metals, money, credit cards, wallets, deeds, securities, stamps, coins or goods, collections and identification documents have been securely stored away in a safe place ready to be moved by yourself.
- If you are using professional packers they will (most likely) be arriving today. Have a game plan of what your priorities are and exactly what you need them to do. Give them clear instructions.
- Defrost your freezer and empty your fridge.
- Drain any appliances that have water in them including garden hoses.
- Have a tool kit handy.
- Check that utilities are working at your new home (if you already have access).
- Check everything is clean and organised at your new home (if you already have access).
- Make sure you have your phone (and charger) on you in case someone needs to contact you.

MOVING DAY

At your old home

- Make sure that there is adequate parking available for the removalist truck
- Show your removalists your current home and all items that need to be moved, explain your plan for furniture placement and layout of your new home.
- Clearly point out which items/boxes you need first at your new home so they get loaded last. Point out any particularly valuable and/or breakable items.
- Before leaving your old home make sure nothing has been left behind.
- Make sure all taps and lights are turned off, all windows and doors are locked.

At your new home

- Make sure that there is adequate parking available for the removalist truck.
- Make sure you give the removalists clear instructions where to place each item.
- Get the removalists to assemble beds needed for the first night.
- Check that nothing is left in the truck before the removalists leave.
- Enjoy your new home and leave the unpacking to the next day if possible! If you need help unpacking you can make use of our unpacking service, even on short notice. For more information about our packing services go to our website or give our friendly moving consultants a call on **1300 013 279**.

GOVERNMENT ORGANISATIONS

	CONTACT	COMPLETE
Australia Post (Mail Redirection) www.auspost.com.au/receiving/manage-your-mail/redirect-hold-mail/redirect-mail	In store only for concession rates	<input type="checkbox"/>
Australian Electoral Commission www.aec.gov.au/enrol/change-address.html	1800 572 113	<input type="checkbox"/>
Australian Taxation Office www.my.gov.au or www.ato.gov.au/Individuals/Tax-file-number/Update-your-details/	13 28 61	<input type="checkbox"/>
Department of Human Services (Centrelink, Medicare, Child Support, Concession Cards) www.my.gov.au or detailed instructions on how to update all addresses: www.humanservices.gov.au/individuals/online-help/centrelink/update-your-address-and-accommodation-details-using-your-centrelink-online-account	13 23 07	<input type="checkbox"/>
Department of Transport (Drivers Licence, Motor Vehicle Registrations) www.service.transport.qld.gov.au/changeofaddressQt	13 23 80	<input type="checkbox"/>
Department of Veterans' Affairs	13 32 54	<input type="checkbox"/>
Seniors Card www.qld.gov.au/seniors/legal-finance-concessions/managing-seniors-card	13 74 68	<input type="checkbox"/>
Local Council (Rates, Pet Registrations, Library Cards)		
Brisbane City Council www.brisbane.qld.gov.au/about-council/contact-council/change-address/report-it-change-your-address	07 3403 8888	<input type="checkbox"/>
Moreton Bay Council www.moretonbay.qld.gov.au/general.aspx?id=6439	07 3205 0555	<input type="checkbox"/>
Redland City Council www.redland.qld.gov.au/info/20171/rates/356/tell_us_youve_moved	07 3829 8999	<input type="checkbox"/>
Ipswich City Council http://www.ipswich.qld.gov.au/online_services/change_mailing_address	07 3810 6666	<input type="checkbox"/>
Logan City Council http://www.logan.qld.gov.au/about-council/rates/change-of-mailing-address	07 3412 3412	<input type="checkbox"/>
Sunshine Coast Council	07 5475 7272	<input type="checkbox"/>
Noosa Shire Council www.noosa.qld.gov.au/change-of-address-for-rates . www.noosa.qld.gov.au/update-animal-details	07 5329 6500	<input type="checkbox"/>
Gold Coast City Council www.goldcoast.qld.gov.au/are-you-moving-26236.html	07 5582 8211	<input type="checkbox"/>
Lockyer Valley Regional Council www.lockyervalley.qld.gov.au/our-services/property-and-rates/about-rates/Pages/Change-of-Address-.aspx	1300 005 872	<input type="checkbox"/>
Toowoomba Regional Council	131 872	<input type="checkbox"/>
School 1		<input type="checkbox"/>
School 2		<input type="checkbox"/>
School 3		<input type="checkbox"/>
Tafe		<input type="checkbox"/>
University		<input type="checkbox"/>

NOTES

Have you informed everyone of your change of address?

NON-GOVERNMENT ORGANISATIONS

CONTACT

COMPLETE

Accountant	<input type="checkbox"/>
After School Care	<input type="checkbox"/>
Childcare	<input type="checkbox"/>
Bank 1	<input type="checkbox"/>
Bank 1	<input type="checkbox"/>
Bank 1	<input type="checkbox"/>
Credit Card Provider	<input type="checkbox"/>
Financial Advisor	<input type="checkbox"/>
Charities	<input type="checkbox"/>
Dentist	<input type="checkbox"/>
Doctor	<input type="checkbox"/>
Employer 1	<input type="checkbox"/>
Employer 2	<input type="checkbox"/>
Employer 3	<input type="checkbox"/>
Gas & Electricity Provider	<input type="checkbox"/>
Internet Service Provider	<input type="checkbox"/>
Insurance Company - Car	<input type="checkbox"/>
Insurance Company - House	<input type="checkbox"/>
Insurance Company - Content	<input type="checkbox"/>
Insurance Company - Life	<input type="checkbox"/>
Insurance Company - Health	<input type="checkbox"/>
Insurance Company - Other	<input type="checkbox"/>
Legal Representatives	<input type="checkbox"/>
Gym	<input type="checkbox"/>
Family and Friends	<input type="checkbox"/>

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NON-GOVERNMENT ORGANISATIONS

CONTACT

COMPLETE

Loyalty Programs ad Store Cards

Magazine Subscriptions

Mail Order Catalogues

Newspaper Subscriptions

Mobile Phone Provider

Other Health Professionals

Pay TV Provider

Real Estate Agent

Security Monitoring Company

Superannuation Fund 1

Superannuation Fund 2

Toll Payment Provider (GoVia)

Veterinary Clinic

Online Subscriptions

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