

If your move is professionally managed, ask for their procedures and checklist also.

8 Weeks Prior		
	Start a Central File for all 'moving documents'	
	Work out what date you will be moving	
	Obtain quotes from removal companies	Get at least 2 or 3
	Confirm Booking with removal company	Packing and removal dates
		Pet and car transport
		Who is doing the packing?
	Is the move being subsidized or paid by someone else?	eg. Employer
	Confirm payment arrangements	
	Contact Time Finance for Insurance Quote	Building & Contents insurance
	Review your moving insurance options	eg. transit, storage
	Make a list of all goods you don't want to take	Plan garage sale, charity or sale
	Get or make a floor plan of the new place	Layout your furniture
	Plan your packing/move requirements	
	Order boxes and obtain packing supplies	
	Avoid the last minute rush and start packing	
	Tell all your friends, neighbours, relations	Arrange Parties
	Update your contacts list	

6 Weeks Prior		
	Notify Banks and Other finance	Banks (all accounts)
		Credit Unions/ Building Society
		Investment Accounts
		Credit Cards/Store Cards
		Hire / Purchase Agreements
	Notify Pensions	
	Notify Government Allowances	Child/Disabled
	Notify Insurance Companies	Life Insurance, Income, car
	Notify Health Related Organisations	Medicare, Health Fund
	Obtain records	Hospital
		Doctor and Dentist
		Therapist, Naturopath,
		Child Care, Special Care
		Veterinarian
		Specialists
	Notify Investment Related Organisations	Stock Broker
		Financial Planner
		Accountant, Loans consultant

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		Solicitor
	Notify and pay legal matters	Police, fines, state debt
		Court appointments
	Notify Schools, get records, transfer documents etc	Pre-school/primary/High
		TAFE, Apprenticeships
		University, colleges
	Notify the employer of all household members	Part/full time

NOTES

4 Weeks Prior		
	Notify all Social, Sporting and Hobby Clubs	
	Notify Children's Activities groups	
	Cancel/transfer/update personal & business memberships	Gym, library, frequent fliers,
	Motor Registry	Car registration, licenses
	If driving, service your car	
	Cancel or redirect deliveries (advise last date)	groceries, papers,
	Advise subscriptions of new address	magazines, memberships
	Clean rugs, blankets, curtains etc if going in long storage	
	If DIY moving, book the truck, ute, packing services	
	Purchase a padlock for the truck if it needs one	
	Hire moving goods for the day eg. trolleys, straps	

2 Weeks Prior		
	Collect your valuables together and store safely	
	Use and up and empty freezer contents	
	If moving locally, organise an esky for freezer contents	
	Make a box of instructions/tips for new tenant	eg. appliance instructions
	Remove your own portable antennae	
	Cancel/obtain final reading for utilities (cut-off date)	water, gas, electricity, phone
	Arrange connections at your new home	water, gas, electricity, phone
	Organise connections/new bills for internet	

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accounts	
Arrange for redirection of your mail at post office	
Send out new address details to friends, business	
Check the garden, garage, shed	
Check other storage areas like under house, the attic	
Hold a garage sale	
Dispose of dangerous goods that you cant pack	eg. paints, fuels, flammables
Dispose of poisons carefully and properly	Eg. chemicals, aerosols
Empty fuel from all appliances/machinery	
Empty gas from fuel bottles	
Arrange for pets and kids to be collected and looked after on moving day	
Start packing if you haven't!	
Dismantle bulky items ready for packing	eg. water beds
Secure all items in boats, caravans, trailers	
Arrange for disconnection of special fittings	eg. light fittings
Collect everything you have loaned out or need to collect	eg. books, tools, clothes
Return everything you have borrowed	
Arrange cleaners or cleaning equipment once move done	

NOTES

1 week to go!	
If moving out of area, purchase a street directory	
Work out your travel plan, how to get there	eg. overnight accommodation,
Make your plan of activities on moving day	Arrange friends to help if DIY
Arrange outstanding payments/finances for moving	
If you cant be there, appoint someone else in charge	
Pack separate bags for 'immediate' stuff at new place	
Pack '10 things to pack last' survival kit for new place	

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Finish dry cleaning, laundry etc (don't pack wet gear)	
Dispose of perishables	
Ensure bottles, jars, containers are securely packed	
Code all packed boxes to know what goes where	
Make a list of all bulky items and packed boxes	eg.golf clubs, sewing machine,
Make a list of things that will go with you (not in truck)	
Make sure you have keys to the new property	
Defrost the fridge/freezer in time to be dry on packing day	check manufacturer instructions
Disconnect and air washing machine, dryer, dishwasher	check manufacturer instructions
Wash and dry all dishes, glasses etc ready for packing	
Clean out medicine cabinet and pack contents safely	dispose of old drugs carefully
Identify and tag and 'fragile' or 'this way up' items	
Pack valuables and immediate bags in separate safe place	label these for 'not to pack'
Advise neighbours about truck arrival	
Arrange access for truck/ute	
Prepare a 'cleaning box' to clean property when it's empty	
Back up all of your computer hard drives	
Disconnect computer and entertainment equipment	

Moving Day - Start Early

Pick up truck/ute to arrive early (if not night before)	
Tell removalists/friends where to park and access	
Advise packers/movers about fragile/sensitive items	
Identify boxes to be packed last for immediate access	
Show what boxes you will be taking with you	
Spend all day at the house - until packers leave	
If you are packing, pace yourself, have a break	Have fun too!
Check everything has been packed and all areas	Garage/cupboards/ garden
Check the inventory moving list before signing	
Check with the driver his instructions on address, delivery	

