



**ROSS-HUNT**

*worry-free real estate*

## **Our Checklist for Moving homes**

Whether you do it yourself or acquire the services of a moving company, it's always good to make a list. Here's one that is very comprehensive, just to make sure.

### **2 months before moving day**

- [ ] Create a folder for all your moving documents.
- [ ] If travelling, remember passports, tickets, visas etc.
- [ ] Let your children's school(s) be aware of the changing of pattern.
- [ ] Book a removal company early, they may be busy on your day.
- [ ] Measure the rooms in your new home to ensure your furniture fits.

### **Throw throw throw...**

- [ ] No longer need things? Best to get rid of them, donate to charities, give to some friends (they may even help with some heavy stuff).
- [ ] Take time to work through the garden shed, the garage and all outdoor hide-aways including pots, plants, statues etc.
- [ ] Inside, check for precious items that need special care in moving.
- [ ] Kitchen: use up all opened packets - anything past its use-by date? throw it.
- [ ] Start using the food in freezer, best to travel light and not waste.
- [ ] Check if the fridge or washing machine need special moving conditions.
- [ ] Empty gas cylinders / air bottles and leave valves open, dispose all flammable liquids safely.
- [ ] If storing possessions or moving overseas/interstate, prepare this much earlier than on moving day. Organise the items to be stored/carried first.
- [ ]

### **Doing the packing yourself?**

- [ ] Purchase cartons and packing paper.
- [ ] Use white paper, not newspaper can soil things.
- [ ] Label every carton with its contents and for which room.
- [ ] If you dismantle furniture, use a heavy duty envelope for the bits - label well.
- [ ] Large cartons = lighter items, small cartons = heavier items.

### **2-3 weeks to moving day**

- [ ] List all services and accounts you use. Don't forget car registration.
- [ ] Contact relevant authorities to update your new address.
- [ ] Return all borrowed library books, videos, DVD's etc.
- [ ] Arrange for someone to mind children and pets on moving day.
- [ ] Organise new telephone, internet, gas, electricity, Foxtel connections.
- [ ] Engage a cleaning service for your new home and for your vacated home after your move.

### **1 week to go**

- [ ] Draw up a plan of each room in your new home with furniture placement for your removal company supervisor.
- [ ] Schedule your professional packers to help pack up your household.
- [ ] Lightly water indoor plants and pack into plastic lined boxes.
- [ ] Cancel newspaper, milk or other deliveries.
- [ ] Redirect mail through local Post Office.
- [ ] Advise services, eg. babysitter, gardener, cleaner.
- [ ] Prepare bed linens, towels for the first night - make beds as soon as possible on moving day.
- [ ] Choose a special carton to place "losable" items such as remote controls, keys, telephone items, shelf support bits etc
- [ ] Make another one for immediate paperwork like assembly instructions, bills coming up etc.

## Part 2

### 2 Days before the move

- [ ] Create a 'MAIN' carton for yourselves and one for the kids: medications, first-aid kit, kids' favourite toys, toiletries, tea, coffee, kettle, milk, snacks, sleep wear and school and work clothes and other essentials for the first day.
- [ ] Organise pet requirements.
- [ ] Collect any dry cleaning.
- [ ] Arrange parking/access for removalist van/vans.
- [ ] Make sure removalist has clear instructions as to your new address and mobile phone numbers.
- [ ] Confirm access details and key collection for your new home with the real estate company.
- [ ] Defrost, empty, dry out and air your refrigerator. Place perishable food items in a cooler box (best not to have any).

### The day Before

- [ ] Leave a welcoming note with all good information for the new resident. Remember to include your new address and telephone numbers (they may be your next best friends!).
- [ ] Prepare bags / cartons with all items with your "MAIN" box that you wish to transport yourself.
- [ ] If renting, arrange for key collection.

### Moving Day

- [ ] Collect all house keys.
- [ ] Ensure gas and electricity meters have been read and telephone disconnected.
- [ ] Keep an eye on the house/property for forgotten items as van is being loaded.
- [ ] Check tops and insides of cupboards.
- [ ] Turn off power.
- [ ] Lock house, remember to leave keys as specified.
- [ ] Keep visitors to your new home to a minimum, only helpers.
- [ ] Have your furniture placement plan at hand for the new home.

### In your new home

- [ ] If leasing, document & photograph the condition of property and furnishings for the appropriate agent.
- [ ] Help the removalist by giving clear directions as to furniture placement.
- [ ] Check all utilities are connected, hot water service on.
- [ ] At completion of unloading, check all is to your satisfaction.
- [ ] If move is from storage, interstate or overseas, check and sign the inventory.
- [ ] Check that you have all keys and relevant instructions to your new residence.
- [ ] Have security checked and locks changed if concerned.
- [ ] Contact your new local council for garbage collection information and new resident's folders.
- [ ] Smile and say "Hi" to your new neighbours.