



MOVING

PLANNER



SIX WEEKS BEFORE THE REMOVAL

- Make an inventory of everything to be moved.
- Plan a Garage Sale or charity donation of everything not to be removed.
- Select removal company and book your removal.
- Be sure to arrange for exact form of payment at destination with your removals.
- Order boxes and packing materials and start packing NOW.
- Arrange insurance with the removal company.
- Check with your employer to find out what moving expenses they will pay.

FOUR WEEKS OUT

- Notify all subscriptions of your change in address.
- Get records of your pet's medical history and immunisations from the veterinarian.
- Contact utility companies for refunds of your deposit and set turn-off dates.
- Drain all fuels to prevent a fire in removal truck. E.g. mowers, wipper snipper.
- Check with your doctors and dentist for all family records and prescriptions.
- Get your children's school records.
- Prevent loss of your valuables during move by moving them to a safe deposit box or transport them with you.
- Large plants will need to be dried out. Stop watering.
- Organise cleaners and carpet cleaners.

ONE WEEK OUT

- Transfer or close all your cheque and savings accounts.
- Have appliances serviced for moving.
- Fill out Post Office change of address forms.
 - Empty your freezer and plan use of foods.
- Defrost the freezer and clean refrigerator. Use baking soda or charcoal to dispel odour.
- Set aside manuals and instruction on the home you are leaving for the new buyer.
- Remember arrangements for TV and antenna.
- Clean rugs or clothing before moving.
- Separate cartons and luggage you need for personal/family travel.
- Plan for special needs of children and pets.
- Arrange to have utilities turned on at new address.
- Clean BBQ tray. E.g. remove sands and grease trap.

ON REMOVAL DAY

- Plan to spend the entire day at the house. Don't leave until the removalist have gone.
- Carry jewellery and valuable documents yourself; or use registered mail.

- Be sure to tell our staff and/or drivers about fragile or precious items.
- Take a final tour of the entire house (basement, attic, garage, and every room). Double check closets, drawers and shelves to be sure they are empty.
- Double check with the driver to make certain the correct delivery address and date of delivery. Give driver phone numbers both here and in new address to contact you in case.
- Get complete routing information from the driver and phone numbers where you can call the driver or company while on route.
- Disconnect all utilities and advise the Real estate agent who sold or is selling your house.
- Lock all the doors and windows. Advise your neighbours that the house is empty.
- Leave all keys with new owner, real estate agent or neighbour.
- Let close friends and relatives know your route, including overnight stops. (Interstate only)
- Unloading please keep driveway or street clear if the removalist need to use that access.
- Have a plan of where the furniture will be placed.
- As your furniture is unloaded of the truck direct the removalist to the appropriate room or area

AFTER YOU ARRIVE

- Check on service of utilities at new address.
- Ask local post office for any mail they may be holding for you.
- Have new address recorded on driver's license, or obtain a new one.
- Register your car within 3 months after arrival in new state, to avoid penalty.
- Register children in school.
- Obtain phone numbers for emergencies, such as fire/police, and determine the nearest hospital.
- Register to vote.
- Save moving receipts. (Some expenses are tax deductible.

