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- Tick off the boxes as you go

A WEEK BEFORE YOU MOVE

- Collect** any items being repaired or loaned including dry cleaning
- Return** anything you have borrowed
- Check** you have returned library books, DVD's etc that you have borrowed
- Pay** any outstanding accounts
- Cancel** regular deliveries e.g. Newspaper
- Organise** Final readings of water, electricity and gas meters and arrange disconnection of your home phone
- List** everyday items you are bound to need prior to and during your move. Put these aside so they aren't accidentally packed

TWO DAYS BEFORE YOU MOVE

- Dispose** of all flammables – cleaning fluids, solvents, paints & matches. These items are too dangerous to move and store
- Drain** fuel from your lawn mower, whipper snipper, chain saw or other machinery that is being moved
- Ensure** all bottles, jars & cans containing liquid are tightly sealed then pack in waterproof containers or plastic bags
- Wash** and dry all dirty clothing
- Take** down all curtains and blinds you are taking with you

THE DAY BEFORE YOU MOVE

- Wash & Dry** all dishes for packing
- Decide** if anything needs to be kept together eg kids toys, bedding etc and group together for the removalist
- Check** all drawers and remove any heavy items, liquids or breakables
- Remove** all the food from your fridge & freezer and defrost them. Once defrosted wipe dry the interiors and leave for at least 24 hours to air. Pack shelves & crispers separately
- Ensure** all final readings have been done for electricity, gas & water
- Final** check of all cupboards, cabinets & storage areas to ensure nothing is missed
- Plan** your moving day so you are sure what will be your responsibility and what will be our responsibility. If you have any questions please call us.

ON THE DAY OF THE MOVE

- Pack** your Survival kit (see below)
- Pack** up bedding & disassemble beds
- Arrange** for small children and pets to be kept out of the removalists way
- Be On Hand** when we arrive. If you cant be there in person, please ensure someone is there in your place
- Check** nothing has been left laying around in the yard and garden beds
- Ensure** everything is packed according to plan
- Remain** on the premises until everything has been loaded
- Turn** off all taps
- Check** gas and electrical switches are off and the phone has been disconnected
- Lock** all doors & windows

WHO TO NOTIFY ABOUT YOUR MOVE

- Tax Office (*Within 7 days*)
- Vehicle Registration (*Within 7 days*)
- Government departments (*Family Payments, Superannuation, Pensions & Insurance*)
- Employers (*PAYG Payment Summary, Superannuation*)
- Post Office (*Mail can be redirected for up to 12 months*)
- School, day-care & sporting or social groups
- RAC or Breakdown services

- Telephone, Internet, Mobile provider, Water, Gas & Electricity, Insurance Provider
- Rentals & Hire Purchases
- Banks & Financial Institutions (*About your bank accounts, credit cards, loans etc*)
- Doctor, Dentist, Vet and Private Health Insurer
- Electoral Roll (*Within 4 weeks*)

FINAL SURVIVAL KIT (For the last 12-24 hours before your move)

- Keep separately on your kitchen bench ready to be packed as the removalist arrives
- **Breakfast Supplies** (only enough for the last morning) – Kettle, Toaster, Coffee mugs, bowls, cereal, milk, tea or coffee etc
- **Car** keys, house keys for both houses
- **Contact** numbers you may need today
- **Toys** or similar to keep young children entertained

Making your move a great one!