

The Checklist

The first step to take when planning a move is to compile a thorough checklist of things to do and think about as you get closer to the final date. This is an important means through which to keep a sense of perspective on the tasks that lie ahead and prioritize so that it's a well-organized and efficient process.

Major Tasks

1. Find A Removalist
2. Disconnect And Reconnect Phone, Gas And Electricity
3. Change Of Address Notification Service

Checklists, Timelines and Reminders

4 Weeks Before the Move

- Obtain removalist quotes
- Organize utility connection of phone, gas and electricity, internet and PayTV.
- Settle any outstanding bills.
- Create an inventory list of items you want to move. Separate moving items into categories, such as "moving", "storage", "disposal", "giveaway", and "garage sale".
- Moving to a new city? Research it: where is the local supermarket, hospital, and petrol station, for instance? Check local schools and child care facilities in the new area. Arrange the transfer of your children's school records to the new school.
- Back up your computer hard drive. Ensure that both the printer and scanner are able to be packed securely for travel.
- Pick up your family's dental, school, vet and medical records.
- Formally notify your landlord of the date you're vacating the premises.
- Arrange for a property inspection to recoup the bond.
- Organise for cleaning of your current residence.
- Review your home and contents and car insurance.

3 Weeks Before the Move

- Begin packing items that are rarely used, such as those stored in your basement, garage or attic.
- For unwanted items, consider a charity or a garage sale.
- Remove rubbish from the residence.
- Drain and disassemble waterbeds for easy transport.
- Disassemble any built-in fixtures and fittings ready for transport.
- Disassemble outdoor items, such as a swing set and cubby house. Place all bolts, brackets and screws in a labeled, sealed container for safekeeping.
- Disassemble all prefabricated furniture — such as a computer desk or sewing machine desk — for transport.
- If necessary, open new bank accounts and other required services such as safety deposit boxes and Post Office boxes.
- If you own a pet, get records, medical history, and immunisation certificates from your vet. Have your pet ready for collection as close to moving time as possible. Make sure your pet has a familiar toy for reassurance during the trip.
- Move valuables to a safety deposit box. Remember to take these out of the safety deposit box just before moving day.
- Make your travel arrangements — plan your route, stops, and accommodation.
- Plan to have sufficient cash to cover the move.

- Confirm your moving schedule with your new real estate agent or landlord. Arrange interim accommodation if needed.
- Separate the boxes and luggage required for yourself and your family.
- Service your car, lawnmower, and other mechanical assets.

NOTE: The following are classed as dangerous goods and cannot be stored or transported: Ammunition; new or partially used cans of paint; Linseed oil; bleach products; gas cylinders (unless emptied); turpentine; kerosene; petrol; cleaning fluids; aerosols of any kind; vegetable oils; and chemical sets.

2 Weeks Before the Move

- Return videos, DVDs, and library books.
- Plan for any special needs of children and pets prior to, during, and after the move, such as medication, food, care, or entertainment.
- Hold your garage sale.
- Create an inventory list for each box while you're packing. Attach it as you pack. Make a copy for every box.

Final Week Before the Move

- Arrange disconnection and reconnection of phone, gas and electricity.
- Make plans for spending your last night at your old address: how you will say your last goodbyes?
- Collect your spare keys and give them to the real estate agent or new tenant.
- Update major service providers of your change of address.
- Plan to use any remaining food in your refrigerator.
- Make sure meals are prepared for moving day and the day after.
- Defrost and clean refrigerator.
- Take valuables out of the safety deposit box.
- Pack your personal luggage last. Carry jewellery and valuable documents yourself or send them using registered mail.

Moving Day

- Check all the cupboards before you leave.
- Take five minutes to stroll around for one final check.
- Remove the electric garage door opener from the car before you drive off.

After Moving Day

- Change of Address with major service providers.
- Notifying friends, family and small business contacts of your change of address.