

## Plan Ahead from exchange of contracts

- Ascertain a date for moving once you have exchanged contracts unconditionally
- Start listing incoming mail for people to contact with your change of address (see over)
- Decide what goes with you, what to sell and what to give away. Perhaps a garage sale?
- Begin collecting varying sized, sturdy cardboard boxes as well as newspaper for packing
- Determine which items you will pack yourself. Begin packing seldom used articles (confirm your moving company's insurance policy for self-packed items)
- Prepare a comprehensive inventory and carry it with you on moving day
- If you have children at school you may need to enrol them in another school in your new neighbourhood
- Organise disconnection or connection dates for gas, electricity, internet and transfer of accounts (Note: it usually takes a minimum of two weeks to connect internet)



## Two Weeks Ahead

- Collect or return anything outstanding eg. dry cleaning, lay-byes, library books etc
- Close or transfer club memberships, eg: gym, grocery deliveries, etc
- Consider pet minding for moving day
- Organise mail redirection with Australia Post at least 4 days prior
- List the basic essentials you'll need handy on moving day

### Example list

- |  |   |
|--|---|
| <input type="checkbox"/> Toilet paper and tissues  | <input type="checkbox"/> Kettle and coffee / tea                        |
| <input type="checkbox"/> Cutlery                   | <input type="checkbox"/> Soap and towels                                |
| <input type="checkbox"/> Rubber Gloves             | <input type="checkbox"/> Can opener / bottle opener                     |
| <input type="checkbox"/> Mop and broom             | <input type="checkbox"/> Strong tape                                    |
| <input type="checkbox"/> Plates & cups             | <input type="checkbox"/> Phone / ipad / Laptop / correct charger cables |
| <input type="checkbox"/> Garbage bags              | <input type="checkbox"/> Marking pen                                    |
| <input type="checkbox"/> Cleaning products         | <input type="checkbox"/> Light globes                                   |
| <input type="checkbox"/> Extension cord / adapters | <input type="checkbox"/> Scissors / stanley knife                       |

## Last Week

- Arrange an appointment with us for a pre-settlement inspection of your new property
- Note the position and number of telephone outlets and power points
- Arrange to spray for pests in your new property
- Confirm removalist
- Contact your family and friends with your new phone number and address



## Moving Day

- Supervise placement of furniture and cartons (it will save you moving them later)
- Check that the internet, electricity and gas are all connected
- Check that you have hot and cold running water
- Don't try to unpack everything at once. Start with the refrigerated food stuffs and make sufficient beds
- Do not turn the power to your refrigerator on for three hours after moving to allow the gas to settle and not damage the cooling mechanism.
- Put all packing material/paper into one box so you can flatten all boxes to be returned to the removalist or for the recycle bin



## Changing Your Address

When moving or changing address, it is mandatory to notify certain organisations like the Australian Electoral Commission ([www.eac.gov.au](http://www.eac.gov.au)), Centrelink & Roads and Maritime Services.

FINANCIAL	MEDICAL
<input type="checkbox"/> Accountant	<input type="checkbox"/> Medicare
<input type="checkbox"/> Solicitor	<input type="checkbox"/> Dentist / Optometrist
<input type="checkbox"/> ATO	<input type="checkbox"/> Doctor
<input type="checkbox"/> Bank / Building society /Credit Union	<input type="checkbox"/> Health Insurance
<input type="checkbox"/> Credit Cards	<input type="checkbox"/> Pharmacy
<input type="checkbox"/> Mortgage Provider / Stockbroker	<input type="checkbox"/> Veterinarian
<input type="checkbox"/> Insurance - House / Car/ Contents etc	OTHER
<input type="checkbox"/> Superannuation Fund	<input type="checkbox"/> Employer
<input type="checkbox"/> Centrelink	<input type="checkbox"/> Gym
<input type="checkbox"/> Paypal / Online shopping sites (eg Ebay / Amazon etc)	<input type="checkbox"/> Clubs /Associations
UTILITIES	<input type="checkbox"/> Drivers License ( <a href="http://service.nsw.gov.au">service.nsw.gov.au</a> )
<input type="checkbox"/> Electricity	<input type="checkbox"/> RTA - Car registration
<input type="checkbox"/> Gas	<input type="checkbox"/> Australian Electoral Commission ( <a href="http://aec.gov.au">aec.gov.au</a> )
<input type="checkbox"/> Mobile phone	<input type="checkbox"/> Real Estate Agent
<input type="checkbox"/> Internet	<input type="checkbox"/> School or University
<input type="checkbox"/> Pay TV	<input type="checkbox"/> Child Care Provider
<input type="checkbox"/> Online accounts (eg iTunes / Netflix / Stan etc)	<input type="checkbox"/> Rental Companies
<input type="checkbox"/> Post Office	<input type="checkbox"/> NRMA - or other Road side assist
<input type="checkbox"/> Local Council	<input type="checkbox"/> Pet Microchip register
<input checked="" type="checkbox"/> Hunter Water - (organised by Solicitor)	<input type="checkbox"/> Opal Card
	<input type="checkbox"/> E-Tag provider
	<input type="checkbox"/> Loyalty Programs / Store Cards
	<input type="checkbox"/> Magazine/Newspaper subscriptions