

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), 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 (service.nsw.gov.au)
<input type="checkbox"/> Electricity	<input type="checkbox"/> RTA - Car registration
<input type="checkbox"/> Gas	<input type="checkbox"/> Australian Electoral Commission (aec.gov.au)
<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