

Relocation checklist.

Moving can be daunting and a lot of work. We've put together the ultimate moving house checklist to make this transition as smooth and easy as possible for you.

4 - 6 Weeks to Settlement Day

- Book your removalist. We recommend Smooth Moves. When booking, establish your budget, obtain a written quote and make sure you have moving transit insurance.
- Organise Contents and Household Insurance for your new home.
- Notify Electoral Office of your new address. Also Drivers Licence and Car Registration.
- Complete a floor plan of your new home for furniture placement and measure the spaces to ensure your furniture will fit, particularly the fridge. Will large items fit through doors?
- Make a note of any precious items that require special care to move. Consider moving yourself if possible.
- Spring clean time! Dispose of everything that you don't need.
- In the kitchen, use up all opened packets and dispose of goods past their use-by date. Start to use up all food in the freezer.
- Don't forget to sort through the garage, garden shed, under the house etc.
- Gas cylinders and air bottles should be empty with valves open, dispose of all flammable liquids if you aren't keeping. (Garden chemicals, paint, paint thinners, cleaning fluids, bleach, fuel, aerosols of any kind etc.)
- Arrange to have your mail held or redirected to your new address.
- Arrange School, Pre-School, Day-Care transfers.
- Redirect or cancel subscriptions. E.g. magazine subscription.

- If travelling, organise passports, tickets, visas, currency, credit cards, accommodation.
- Arrange a rubbish pick-up with the local Council if needed.
- Confirm with us key collection time as this will determine your moving day. Once you know the time let your removalist know.
- If leasing, arrange property inspection and book cleaners.
- Transfer and set up utilities at your new address.
- Review home and contents/car insurance

If you are Packing Yourself

- Arrange boxes and packing materials delivery (labels, bubble wrap, tape, paper) with your removalist or storage company. * Make sure you use clean butcher's paper, not newspaper.
- Label every box clearly, on the tape, as to contents and its room destination. Make sure fragile items are marked clearly.
- Pack lighter items in large boxes heavier items in small boxes, heavier items on bottom.
- Dismantle furniture that comes apart (Where possible, your removalist should be able to do this for you if you can't) - remember to tape screws in an obvious location or label and place in an ESSENTIALS box.
- Prepare an essentials box (LOAD LAST) with kettle, tea and coffee, breakfast requirements, special children's toys, school needs, pet requirements (especially leads), bathroom necessities, telephone handset, medications, snacks, corkscrew, spare light globes, scissors, tools, toilet paper.
- Consider taking very sentimental and personal items with you in your car.

2-3 Weeks to Settlement Day

- Contact all relevant authorities to notify of your new address (See comprehensive list below)
- Arrange for family and friends to mind children & pets on moving day.
- Arrange transfer of bank accounts, internet, telephone, gas, electricity connections.
- Fill prescriptions needed the week before and after the move.
- Book a locksmith to change the keys on moving day at your new home (If needed).
- Arrange time off work on moving day.

1 Week to Settlement Day

- Set aside bed linens, towels to be used on the first night so beds can be made up as soon as possible on moving day.
- Draw up your plan of each room in your new home with furniture placement for your removalist.
- Have indoor plants watered lightly and packed into plastic lined boxes.
- Re-confirm all moving details with removalist, real estate, solicitor/conveyancer.
- Arrange access and parking for the removalist truck.
- Confirm with your solicitor/conveyancer and broker your finance and contractual aspects are ready for settlement.

Day Before Settlement Day

- Defrost and empty out your refrigerator. Have a portable Esky and ice to transport contents. Clean the oven. Have vacuum on hand for last minute cleaning.
- Pack personal luggage / items to take with you.
- If using professional packers remember to leave out essential items for that evening and the following day.

Unplug and tie up appliance cords.

Moving Day

Have your ESSENTIAL box on hand.

Provide Removalist with floor plans and new address parking information.

Ask Removalist to load kitchen boxes last so they are first off the truck.

Lock all doors and windows, turn off hot water system if required.

Return all keys to the Real Estate Agent prior to settlement time. Lock house, turn off power, tighten all taps.

Comprehensive Change of Address Checklist

- Australia Post
- Australian Electoral Commission
- Australian Tax Office
- Department of Human Services (Medicare, Centrelink, child support)
- Departments for car registrations and driving licenses
- Veterans' Affairs
- Centrelink (Concession Cards)
- Local library
- DonateLife
- Pet registration

- Private health insurer
- General practitioner
- Psychologist
- Paediatrician
- Orthodontist
- Dentist
- Optometrist
- Chiropractor
- Veterinarian
- Personal trainer
- Gym membership



- Bank
- Credit unions
- Mortgage provider
- Personal loan provider
- Financial advisor
- Superannuation fund
- Hire purchase providers
- Insurance companies (car, home, contents, pet etc.)



- Family and friends
- Employers
- Schools and tertiary institutions
- After care facilities
- Extra-curricular clubs/activities
- Charities
- Clubs
- Gym
- Subscription service (newspaper, magazine, wine-of-the-month etc.)
- Store cards and loyalty programs
- Real estate agent
- Security systems (home alarm and / or armed response and vehicle tracking company)
- Toll tags (viatag, touch tag, e-toll, e-tag)
- Cemeteries and plot tenure Home
- Online retailers