



REAL ESTATE

**MOVING HOME
CHECKLIST**

CHANGE OF ADDRESS CHECKLIST

<input checked="" type="checkbox"/>	Contact	Name	Phone	Address
	Health			
	Family Doctor			
	Dentist			
	Optometrist			
	Insurance			
	Motor Vehicle Insurance			
	Health Insurance			
	Life Insurance			
	Ambulance			
	Financial			
	Stockbroker			
	Real Estate Agent			
	Investment Advisor			
	Superannuation			
	Bank			
	Credit Cards			
	Utilities			
	Mobile Phone			
	Fuel Accounts			

	Water delivery			
	Professional/Business			
	Accountant			
	Solicitor			
	School			
	Employer			
	Government			
	Tax Office			
	Drivers License			
	Medicare			
	Electoral Roll			
	Other			
	House Cleaning			
	Magazine subscriptions			
	Dry Cleaner			
	Church			
	Book/Wine/CD Club			

DISCONNECTIONS, RECONNECTIONS AND SERVICE CHANGES

TASK	DESCRIPTION	COMPLETED	BY
<input type="checkbox"/> Removalist	Get quotes		
<input type="checkbox"/> Carpet Cleaning	Clean carpets in old and/or new home		
<input type="checkbox"/> Cable	Arrange for transfer/disconnection ASAP. New connections (at your new address) often need to be booked well in advance.		
<input type="checkbox"/> Telephone	<ul style="list-style-type: none"> ▪ Cut off phone at previous house ▪ Connect phone at new house ▪ Arrange number diversions if necessary ▪ Check the number of lines at new house and arrange additional lines if needed. 		
<input type="checkbox"/> ADSL/ Broadband	Arrange cut off and re-installation at new address		
<input type="checkbox"/> Electricity	Arrange for cut-off after moving date just in case you need power while moving.		
<input type="checkbox"/> Gas			
<input type="checkbox"/> House Insurance	Transfer the old policy to the new house or cancel. NB. Also note that you are liable for any damage to your new house from the time you signed the contract for purchase, not the date of settlement so there is often a window where you need policies on both houses.		
<input type="checkbox"/> Newspaper Delivery	Cancel deliveries and/or arrange for deliveries at new house		
<input type="checkbox"/> Australia Post	Arrange mail diversion. I have attached new forms here for you. You'll need to take them in to the Post Office closest to your home and arrange this in person.		
<input type="checkbox"/> Rubbish Removal Service	Cancel or see if they offer a service in your new area.		
<input type="checkbox"/> Milk Deliveries	Cancel or arrange for delivery at new address		
<input type="checkbox"/> Cleaner	Arrange cleaning where required		
<input type="checkbox"/> School	<p>Contact school and notify them of move. Arrange for all records to be transferred to new school.</p> <p>Enrol children in new school.</p>		

SURVIVAL KIT FOR MOVING DAY

When you arrive at your new house, there will (naturally) be some things you'll need immediately. Pack these items separately and take them with you in the car. Here's a checklist of items.

Cleaning

- Dishwashing detergent and/or powder
- Window cleaner
- Kitchen cleaner (eg. Spray N Wipe)
- Paper towels
- Tea towels
- Sponges
- Steel wool
- Broom
- Mop
- Duster
- Vacuum cleaner
- Bucket
- Laundry detergent

Kitchen

- Glad Wrap
- Garbage bags
- Aluminum foil
- Paper plates, cups, napkins
- Plastic knives, forks, spoons
- Small saucepan
- Serving spoons

Bathroom

- Razor
- Facial tissues
- Toilet paper
- Bath towel
- Shower curtain
- Face cloth
- Soap
- First-aid kit
- Aspirin
- Other essential toiletries

Food:

- Instant coffee, tea, chocolate
- Vegemite
- Loaf of bread
- Fresh Fruit
- Milk (Esky)

- Margarine/butter (Esky)
- Peanut butter
- Cheese slices
- Cracker biscuits
- Sugar
- Dry instant soup mixes
- Cereal
- Baby formula
- Baby food

Children

- Video
- Coloring books
- Crayons
- Favorite toys
- Books
- Blanket
- Pillow
- Blocks
- Nappies

Toolkit filled with:

- Picture hooks
- Double power adaptor
- Tape
- String
- Hammer
- Screwdriver
- Batteries
- Light bulbs
- Torch
- Newspaper
- Tape Measure

Shopping bag filled with:

- Money
- Jewellery
- Important documents - passport
- All keys to new and old house
- Aspirin
- Band-Aids
- Antiseptic

11 PACKING TIPS

1. Arrange for supplies of the following:

- Boxes (either buy them from the removalist company, a carton supplier or ask the local supermarket for some surplus boxes)
 - Marker Pen
 - Removalist labels
 - Tape
 - Bubble Wrap
 - Newspaper
 - Tissue Paper
 - Scissors
 - Tape Measure
 - Use special “wardrobe” boxes for clothes
2. When packing television, stereo, video, DVD, computer, printer and other similar equipment pack them into their original boxes (if available). Label all cables for easy reconnection. If any screws are removed, tape them to the appliance that you removed them from.
3. Don't put heavy items all in the same box. Boxes should not weigh more than 20kg.
4. Label all boxes with:
- Your last name
 - Room of the house the items should go in
 - Whether or not it is fragile
 - “Load last” if you want the box to be one of the first removed.
5. Use bubble wrap, newspaper or tissue paper to wrap fragile items.
6. Use small cushions and towels for further padding inside boxes.
7. Books – use small boxes and pack tightly on their ends.
8. Have rugs and curtains cleaned before packing into boxes.
9. Store all items you'll need to use when unpacking, in the same box (See Moving Survival Essentials Checklist).
10. Carry all valuables with you.
11. For insurance purposes video tape all your belongings before and while packing them and develop an overall per box/item inventory of items going on the truck.

ARRANGING YOUR REMOVALIST

1. Arrange for them to come out and provide a "fixed quote".
2. Enquire about what their insurance cover includes and doesn't include.
3. Watch loading and unloading carefully and inspect all furniture before "signing off" on the delivery.
4. Document an inventory when you pack (for insurance purposes) ... either in writing or via video.
5. If moving interstate enquire about "backloading" as it may be cheaper. Also ask if the furniture is moved down in the same truck as it is picked up in, or if it is reloaded onto another truck or into a train. The more "re-loading" means the higher the chance that something will be damaged/lost/stolen.

Here are some reputable removalists we or our clients have used.

REMOVALISTS - LOCAL

<i>A1 Relocations</i>	<i>PH: 0887 250158 or 0414 711506</i>
<i>Clarks Removalists (Local & Interstate)</i>	<i>PH: 0887 251998 or 0408 828191</i>
<i>De'luxe Removals (Local & Interstate)</i>	<i>PH: 0887 248789 or 0400 293020</i>
<i>Jacobs Removals (Local & Interstate)</i>	<i>PH: 0887 268055 or 0417 874680</i>

REMOVALISTS - INTERSTATE

<i>Ausline Removals & Storage (Local & Interstate)</i>	<i>PH: 0887 232292 or 1300 662292</i>
<i>Allied Pickfords (Interstate & International)</i>	<i>PH: 132554</i>
<i>Duell's Furniture Removalists (Local & Interstate)</i>	<i>PH: 0887 250688</i>
<i>Grace Removals (Australia Wide)</i>	<i>PH: 131442</i>

HOUSE PACKERS

<i>Ausline Removals & Storage (Local & Interstate)</i>	<i>PH: 0887 232292 or 1300 662292</i>
<i>Allied Pickfords (Interstate & International)</i>	<i>PH: 132554</i>

TRUCK RENTAL

<i>Avis</i>	<i>PH: 0887 234300 or 136333</i>
<i>Budget Truck Rental</i>	<i>PH: 0887 254340 or 132727</i>
<i>Europcar</i>	<i>PH: 0887 231860 or 1300 131390</i>
<i>Thrifty</i>	<i>PH: 0887 232488 or 1300 367227</i>

PET CARE & TRANSPORT

<i>Shiralea Dog, Cat & Family Pet Boarding</i>	<i>PH: 0887 387287</i>
<i>Noah's Home Pet Care Services</i>	<i>PH: 0887 255940</i>
<i>Rex Airlines</i>	<i>PH: 0887 257888 or 131713</i>

Please note: Although we have used these companies several times and have been very happy with their service, and believe they are great companies to deal with, naturally we can't guarantee the experience you will have so please make your own enquiries. No responsibility will be taken for any losses or frustrating experiences incurred whilst utilising the services of the above companies.

SUPPLIER'S DIRECTORY

MOWING

Leroys Lawnmowing PH: 0407 719495
Jims Mowing PH: 131546
Blue Lake Mowing PH: 0887 254306 or 0429 200764

GARDENING

J & B Gardens PH: 0887 252076
Grasshopper PH: 0438 816844
Bruce & Anne Laube PH: 0887 230972 or 0417 834536
Triple A Garden Care PH: 0887 253294 or 0418 850223

TREE PRUNING

Tree Wizard PH: 0887 394116 or 0408 820572
The Tree Fella PH: 0887 230083
Dennis E Heinicke PH: 0887 258712

RURAL

Tec Contracting Grass Slashing PH: 0887 232533
Scott Allen Fencing PH: 0887 399249 or 0407 399248

HOUSE CLEANING (INSIDE)

Perfection Cleaners PH: 0419 035209
Rukonic Cleaning Services PH: 0887 268349
Gambier Contracts PH: 0887 259588
Elite Dry Cleaning PH: 0409 099892
Chem Dry South East PH: 0887 230790 or 0408 838002

EXTERIOR HOUSE WASHING

Peter Jennings Pumps PH: 0887 250722 or 1800 994267
SE Professional Window Cleaning PH: 0417 829216

RUBBISH REMOVAL

Cleanaway PH: 0887 253500
Bin-it Waste Management PH: 0887 248121

BABY SITTING

Child Minding Agency PH: 0887 259292
Local Kids Childcare PH: 0887 235422

HANDYMAN

Brett Hosking PH: 0408 814582
Grey Home Maintenance PH: 0887 236164 or 0438 571898

PLUMBER

Aquamac Plumbing

PH: 0408 849163

Tye's Plumbing Services

PH: 0887 256475

ELECTRICIAN

Klassens Contractors

PH: 0408 854 812

Gabriel Electrical Contractors

PH: 0887 258744

Rowley Electrical Contractors

PH: 0408 838957

Derick Friswell Pty Ltd

PH: 0887 259677

MOVING CARTONS

Jaypack Distributors Pty Ltd

PH: 0887 231422

Please note: Although we have used these companies several times and have been very happy with their service, and believe they are great companies to deal with, naturally we can't guarantee the experience you will have so please make your own enquiries. No responsibility will be taken for any losses or frustrating experiences incurred whilst utilising the services of the above companies.