

MOVING GUIDE

Please use our useful checklist in the lead up to your move.

If you have any questions please contact Making Moves.

4 weeks before moving

- Before you start packing your goods, decide if any items should be discarded or donated to a charity shop. If you are packing goods yourself, start obtaining necessary materials.
- Go through your address book and send out change of address cards to relatives and friends.
- File a change of address form with the Post Office for each person receiving mail at your home.
- De-register doctor, dentist and optician if you are moving away and research alternatives closer to your new address.
- Complete a home inventory listing each possession, date purchased and value.
- Notify your local utilities to have your service turned off after your departure.
- Contact utilities at your new home for connections.
- Notify your children's schools, your church, clubs and any other organisations of your impending move.
- Notify your local tax office quoting your reference number.

3 weeks before moving

- Decide which items you will pack and request delivery of packing materials from Making Moves.
- Sketch out the floor plan of your new home to determine placement of furnishings.
- Make a list of names, addresses and numbers you will need or want to remember.
- Pack your local phone book and Yellow Pages so you can contact businesses after your move.
- Notify Making Moves if you have changed anything about your move; household goods, destination, dates of the move, etc.
- Make arrangements to move your plants and pets.
- Transfer contents of safety deposit box.
- Notify relevant local authorities in both your current area and area to which you are moving regarding council tax and electoral registration.

2 weeks before moving

- Plan your trip to your new destination. (Make travel accommodations, and if driving, have your car serviced.)
- Return borrowed things, and collect things you've loaned.
- Make arrangements for servicing your appliances both at your current home and your new home.
- Dispose of flammables such as petrol, matches, cleaning fluids, bleach, pressurised or aerosol cans.
- Discontinue regular services such as newspaper, window cleaning, etc.
- If moving your TV antenna or satellite dish, make arrangements to have it taken down.

1 week before moving

- Notify your bank of your change of address and consider transferring to a branch closer to your home.
- Make arrangements to discontinue your local telephone service.
- Determine which items you're taking with you.
- If doing your own packing, pack these items and set aside in a designated area. Remember to label boxes with details of their contents and the room in which they are to be placed.
- Have rugs and curtains cleaned. (Keep in protective bags.)
- Empty, defrost and dry out your fridge/freezer.
- Drain the fuel from lawnmowers and other power equipment.
- Ensure that the keys for your new home are going to be available on time.

1 day before moving

- Pack a box of things you'll need as soon as you arrive at your new home. (This might include refreshments, light disposable plates and cups, light tools, bathroom items and bin bags.)
- Take this box with you or have the driver load it last and unload first.
- This is usually the day packing is done. Make sure all packing services have been performed before you sign for them.
- Defrost, thoroughly clean and dry refrigerator.
- Empty, disconnect and drain pipes of washing machine and dishwasher.
- When all is done, make sure you have an early night.

Moving Day

- Be on hand when the Making Moves team arrives and throughout the loading process. (If you can't be there, make sure someone can to direct the movers.
- Make sure the driver has in writing the name and phone number of that person.)
- Make a final tour of your home. See that nothing is overlooked.
- Lock all windows and doors, and turn off all switches
- Show the team leader the layout of your new home. Be on hand to help staff place your possessions in the correct place.

Thank you for choosing
Making Moves to move
your home.