



THE MOVING GUIDE KIT

PLANNING

6 WEEKS TO GO...

- Start a central file for your move documents.
- Book an AFRA removal company.
- Investigate YOUR Insurance options – talk to a removalist.
- Create a floor plan of your new home and plan the placement of furniture.
- Look at your present furniture and arrange to sell (garage sale) items that will not be required in your new house.
- Use the AFRA inventory list to check what you will pack and what you will sell.
- Plan your packing – include your requirements for the removal company and your own packing.
- Organise the delivery of boxes from your removalist for any items you intend to pack yourself.
- Organise proper equipment such as tape, labels, marking pens etc.

PETS

- If you are moving interstate or overseas, or are unable to move your pet yourself, book a professional Pet Transporter through your moving company. Make sure your pets have all been vaccinated before moving

INTERNATIONAL

- If you are travelling overseas, ensure passports and travel documents are up to date and in a safe place.
- Select a removalist capable of international relocation and work with them closely to make sure all your documentation is filled out correctly and at the right time.

2 WEEKS TO GO...

- Check the garden.
- Check the garage.

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- Check the shed.
- Check under the house.
- Hold a garage sale.
- Use up all frozen foods in the freezer unless you are moving locally.
- Dispose of garden chemicals, paints, fuel and other chemicals appropriately.
- Make arrangements to have pets looked after for at least 2 days before your move.
- Arrange school, day care etc, transfers.
- START PACKING THIS WEEK IF YOU ARE DOING IT YOURSELF.**
- Label every carton by room identification. Keep a separate list of the contents for your own reference.
- Contact family, friends and businesses regarding your change of address. Check the list of essential contacts and begin to work through these to change your address.
- If you are driving your car any distance to the new address, have the vehicle checked.
- Arrange telephone, electricity, gas and water supplies for your new home.
- If any furniture needs to be dismantled before moving, begin to do this this week. Put all bolts and screws and other small attachments for this furniture into a small self-sealing bag and tape to the base of the item, or label clearly and place in one box that will contain all items of this kind.
- If a boat or trailer is being included in the load, make sure all items within the boat are secured.

1 WEEKS TO GO...

- Arrange with the Post Office to have all your mail redirected.
- Cancel any newspaper and other deliveries being made to your present home.
- Reconfirm travel arrangements for the vehicles and care for your pets. Your pets may be becoming anxious when they see all the upheaval. Ensure they are enclosed at all times, so they do not disappear and cause unnecessary grief.
- Make a list of things to do on Moving Day.



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- If you have a waterbed, make arrangements to have the bed prepared as per the manufacturer's specifications. This may mean having a contractor come the day before you leave.
- If battery powered items are going into store, or overseas, remove all batteries.
- If you are taking special light fittings with you that need to be disconnected by an electrician, organise this now.
- If you have not drained the fuel from your lawn mower, or emptied other containers, do so now.
- Establish cut off or final reading dates for electricity, water, phone, and gas.
- Collect any articles that are being repaired or have been loaned out.
- Return items that you have borrowed including library books.
- Dispose of any articles that did not sell at the garage sale.
- If needed, make special arrangements for parking or access for the removalist, to your home.

2 DAYS TO GO...

- Arrange the necessary finances for payments on moving day.
- If travelling by car, any distance, check oil, water, tyres etc.
- Pack luggage or those things you will need immediately after moving.
- Collect dry cleaning.
- Do the laundry, fold, and pack.
- Dispose of remaining chemicals. Flammables and garbage. Do not tip poisons down the drain.
- Make sure that all jars, bottles and cans containing non-flammable liquids are tightly sealed and packed in waterproof containers or plastic bags.
- If you are keeping blinds or curtains, take these down now and pack them.
- Conclude your packing. Make sure all items are on your inventory, and each box is numbered and matches your inventory.



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1 DAY TO GO...

- If you are having things professionally packed, this will usually happen today as per your moving contract.
- Separate any items you have packed and will be taking with you, from those to be packed, and place in an area from which they will not be collected, such as your car if you are driving. This includes all jewellery, handbags, cameras, documents, etc.
- Keep all your valuables such as coin collections, jewellery in your own luggage.
- Defrost and clean out your fridge and freezer. Wiping the inside surface with vanilla essence will prevent any build-up of mildew or nasty smells. Check with the manufacturer whether the fridge motor needs to be specially secured.
- Dispose of food items that are open and will go off if not unpacked within 2 days.
- Wash and dry all dishes ready for packing.
- Clean out your medicine cabinet and properly dispose of unwanted drugs.
- Check all your drawers and remove items that are heavy, breakable or hold liquid.
- Prepare your washing machine according to the manufacturer's specifications.
- If you have a waterbed, have this prepared for packing.
- Leave your forwarding address and contact number for the new owners/occupants of your house.
- If the house will be vacant for a while, notify the police and neighbours.

MOVING DAY...

- When the removalist arrives, make sure they know where they can park their vehicles.
- If you cannot be there, you will need to appoint a person to act as an agent on your behalf.
- Turn off televisions and other electrical equipment to ensure they have time to cool before packing.
- Walk around the house with the removalist to show them exactly what you want done. Show them what you will want as soon as you arrive at the new house. They can pack these items last.



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- Pack yourself a survival kit with toiletries, tea, coffee, milk and other drinks, personal items, first aid kit, spare clothing, tea towels and other dish cleaning equipment.
- If you still have pets at home, make sure they are confined and keep children out of the removalist's way.
- Place all items that are being transported by yourself securely in your car boot out of sight, locking all doors and keeping your keys in your pocket. If renting, keep house keys in the car ready to be delivered to the agent as you leave. If your car is being transported, make other secure arrangements.
- Make a final check in all sheds and the garden area.
- Before the removalist leaves, walk around and check all areas, including cupboards. If moving interstate or your goods are going to storage, check and then sign the inventory.
- Turn off the power to the house, tighten all taps, make sure the gas and all electrical switches are switched off.
- Lock all doors and windows.

YOUR NEW HOUSE...

- If renting, conduct a walk through before the delivery of furniture, documenting the state of the house.
- Have the removalists place heavy furniture in the room in the position you want it. It may be difficult to rearrange heavy items once they have gone.
- If your goods are coming from storage, interstate or overseas, check the inventory carefully and sign off on it once satisfied all items on the list are accounted for.
- Locate all keys to your new house.
- If you are concerned about security, arrange to have all the locks changed.
- Check that the gas, power and telephone are connected.
- Turn on the hot water system.
- Ensure your pets will be safe while settling in.
- When appropriate, speak with your immediate neighbours.

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ESSENTIAL CONTACTS

DOCTOR:

ACCOUNTANT:

LAWYER:

VET:

PRIVATE HEALTH FUND:

BANK:

- Credit Card
 - Financial Institutions
-

SHARE COMPANIES:

SCHOOLS:

ELECTRICITY:

WATER:

GAS:

TELEPHONE:

COUNCIL:

MOTOR REGISTRY

- (within 7 days)
-

INSURANCE:

- Life Assurance
 - Care Insurance
 - Home & Contents
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MEMBERSHIPS:

- Sports Clubs
 - Golf, Football, Squash
 - Gym
 - Yoga
-

LIBRARY:

AUSTRALIA POST:

GOVERNMENT DEPARTMENTS:

- Social Security
 - Family Allowance
 - Superannuation
 - Pensions
 - Insurance
 - Electoral Office (within 4 weeks)
-

EMPLOYERS:

- Group Certificates
 - Superannuation
-

SUBSCRIPTIONS:

- Magazines
-

AUTOMOBILE:

ASSOCIATIONS:

RENTAL & HIRE:

PURCHASE AUTHORITIES:

OTHER:



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