



ON THE MOVE – CHECKLIST

NORFOLK CONVEYANCING

6 WEEKS BEFORE THE MOVE:

- Think about your options – e.g. hire removalist to do everything, hire removalist to move only (you pack and unpack), do it all yourself.
- Obtain quotes
- Check on transit insurance situation. Make sure you know exactly what you will be covered for. Take care not to undervalue your possessions.
- Make decisions on how to move
- Implement your decisions – book removalist, hire truck/trailer/furniture trolley, obtain packing cartons, arrange transit insurance if required.

4 WEEKS BEFORE THE MOVE:

- Begin sorting, now is the time to get rid of unwanted or unused items – be ruthless, remember, having less to move will save you money and/or your aching back!
- Organise a garage sale, donate items to charity, take a trip to the local rubbish dump – any or all of these.
- Buy a small notebook and a big black texta – number each box and keep a record in the notebook of the contents of each box. Don't list every single item, a general description will do.
- Begin packing – start with items you will not need prior to moving – try to pack individual boxes for each room of your new home. In addition to the number on each box, mark the room for which the box is intended. On arrival, the boxes can be unloaded into the required room saving you double handling and frustrating searches.
- A packing tip – newspaper is great for packing your glassware and crockery but it means washing everything on arrival. Where possible, use your small linen items instead.
- Don't put too many heavy items in one box – you may end up with the bottom of the box giving way and/or a strained back. Beware the books – pack in small boxes only.
- If required, notify the school/s of your child/children's departure and enrol them in the new school/s.
- Prepare a change of address notice and send out – see attached list for people/organisations you may need to notify. Arrange with the local Post Office to have your mail re-directed.
- Contact your internet provider to arrange connection at your new home.

2 WEEKS BEFORE THE MOVE:

- Arrange to have the telephone, gas, electricity disconnected and reconnected to your new home on the moving date. Your Settlement Agent will notify the Shire and Water Corporation of the change of ownership, adjust the rates as required, and organise a final water meter reading.
- Keep packing.
- Consider booking a cleaning service for your old and/or your new home, if necessary.

1 WEEK BEFORE THE MOVE:

- Arrange the final inspection with your Real Estate Agent.
- Confirm your booking with the removalist or trailer/truck hire company.
- If possible, confirm the arrangements for access to your new home.
- Cancel newspaper delivery and organise delivery to your new home.
- If you have small children and/or pets, arrange for a friend or relative to care for them on moving day. You will have enough to do on the day!
- Organise a box for items you will need for the first night in your new house e.g. bed linen, pillows, towels, toiletries, a change of clothes and night clothes for everyone.

2 DAYS BEFORE THE MOVE:

- Finish packing. Organise a box for items you will require for the following day e.g. kettle, tea, coffee, cold drinks, milk, cleaning equipment and products, garbage bags. If you have children, make sure that special teddy or blanket goes into this box. Breakfast things for your first morning.

- Do any last minute washing. Disconnect the washing machine
- If necessary, defrost the fridge.
- Get a good night's sleep!

MOVING DAY: RELAX – YOU WILL LIVE THROUGH IT!

- Empty the fridge and disconnect
- If necessary, clean each room as it is emptied.
- When all your belongings haven been removed, do a final check – are the windows closed, the doors locked? Check all cupboards and drawers again.
Check walls again – have you taken all the paintings/prints etc. Switch off the electricity and hot water system.
- Arrange delivery or collection of the keys to your former home and new home, as organised with your real estate agent or the owners.

ON ARRIVAL AT YOUR NEW HOME:

- Arrange to have someone supervise the delivery – make sure the furniture and boxes are placed in the appropriate rooms.
- Unpack the essentials. Don't overdo it – you are probably going to be in your new home for some time so allow yourself a realistic settling in period.
- Make up beds early in the day – don't leave it until you are exhausted and just want to climb into bed!
- Check that the hot water system is working early in the day – you won't feel like a cold shower tonight.
- Arrange for the children and/or pets to be dropped off later in the afternoon, if possible.

CONGRATULATIONS!

- You have moved house and lived to tell the tale!
- Have a shower, change, have dinner (take away!), and put your feet up. Reward everyone – cream cakes, chocolate, a cold beer, a bottle of wine – whatever you prefer. You deserve it!

NOTIFICATION OF CHANGE OF ADDRESS

- | | | | |
|---|--------------------------|-----------------------|--------------------------|
| • Accountant | <input type="checkbox"/> | • Superannuation Fund | <input type="checkbox"/> |
| • Alinta Gas | <input type="checkbox"/> | • Telephone Provider | <input type="checkbox"/> |
| • Australia Post | <input type="checkbox"/> | • Vet | <input type="checkbox"/> |
| • Australian Taxation Department | <input type="checkbox"/> | • Others | <input type="checkbox"/> |
| • Bank and/or other financial institutions | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Church | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Clubs | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Doctor | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Dentist | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Electoral Office | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Employer | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Friends and relatives | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Insurance – house, car, boat, health, life, etc. | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Internet provider | <input type="checkbox"/> | NOTES | |
| • Library | <input type="checkbox"/> | | |
| • Magazine subscriptions | <input type="checkbox"/> | | |
| • Milk delivery depot | <input type="checkbox"/> | | |
| • Newsagent | <input type="checkbox"/> | | |
| • Department for planning and infrastructure – drivers license, car registration | <input type="checkbox"/> | | |
| • Professional associations, unions | <input type="checkbox"/> | | |
| • School, Kindy, Day care centre | <input type="checkbox"/> | | |
| • Western Power | <input type="checkbox"/> | | |
| • Solicitor | <input type="checkbox"/> | | |