



# Roderick Storie Solicitors

## Moving Checklist



Moving home can be a trying experience, however preparing well before the move can reduce your stress levels and your costs...

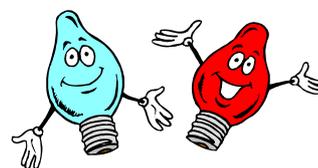
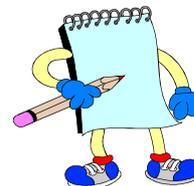
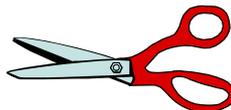
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It's a fact...every home has "junk". Make a point of going through the house and garage and collecting together all the stuff you really don't need to take to your new home. Be strong and take the attitude that if you haven't used it in 12 months, you probably don't need it. Have a garage sale or pass these items on to charity where appropriate. This will reduce your outgoing load, as well as the amount of space you'll have to find at your new home.

Leave packing essential or regularly used items until as close as possible to your moving date. This will reduce disruption to your household. However, items which you can "do without" for a couple of weeks can be packed in advance (books, extra linen, collectables, ornaments etc).

Set up a "moving box". This box should be left until last and if possible, take it with you rather than send it in the truck. This is for those things you will want at the last minute moving out and the first minute moving in. Include in the box:

- Kettle
- Cups (at least 4)
- Teaspoons (at least 2)
- A plate or two (and a saucepan if you think you'll need it)
- Small containers of sugar, tea & coffee (& buy a small carton of milk on the way)
- Bottle of water (large)
- Drinks
- Packet of biscuits or some snack food
- Knife and/or scissors
- Marker pen
- Tape
- Notepad & pen
- Phone list (removalist's mobile, real estate agent, solicitor, electricity, gas, water & phone companies etc)
- Cleaning products
- Towel
- Toilet paper & bathroom products (soap etc)
- 2 light globes
- a few garbage bags
- Something for the kids to do!!!
- Some pet food



Get each member of your household to pack a small bag containing a change of clothing. You'll probably want a shower after moving all those boxes!

If you're not moving into your new home straight away, consider storing your possessions in a storage facility. If you're taking this option, make sure you obtain a written quote, inclusive of the conditions of storage and retrieval and if possible, go and have a look in person to check on the security and cleanliness (eg, no mice, water leaks etc).

## If you're hiring a removalist, make sure of the following:

- Get at least 3 written quotes well in advance of your moving date, making sure that the removalist has seen the items to be moved. Some items may require special equipment or packing material and if not stipulated on the quotation, may mean you will be charged additional costs after the move. (Bear in mind that Christmas, Easter and long weekends are popular times for moving!)
- Make sure that you fully understand the quote. Some firms offer fixed price services and others charge on an hourly basis. The best way to ensure your costs is to get a fixed price. You also need to understand the conditions of the quote. For example – are you to do the packing & unpacking, or are the removalists doing it? If you're doing the packing, do you have to supply your own boxes & packing material, or is it supplied as part of their quote?
- Is your removalist is a member of AFRA (Australian Furniture Removers Association). This is a voluntary association that aims to keep the industry reputable. 
- Insurance is essential. Many removalist firms will be able to arrange the insurance for you, but you need to make sure that the insurance offered will cover your goods and damage to property, not just the removalist's vehicle and property. There are generally two types of insurance: "Replacement" and "Indemnity". "Replacement" insurance replaces goods regardless of their age; "Indemnity" insurance covers goods at their market value. "Replacement" is the more popular but usually costs more. You need to check your policy for individual conditions
- If packing items yourself, number each box and write a contents list (see last page) to stick on each box. If you're really super-organised, make 2 copies of each list and keep one copy of each in a folder where you can access it later (it makes it so much easier to find things later on!) Pack lighter items in large boxes and heavier ones in small boxes – this will reduce the likelihood of breakages and make them easier to lift. If using a removalist firm, ask them if they have a packing guide available. If the removalists are packing for you, make sure you find out about the packing material they are using.
- Make sure you have a written, detailed inventory of all the items being moved. This will ensure that no boxes or items are left in the truck or at the old house etc.

## CHECKLIST



### Six Weeks (if you have that long!)

- Establish a firm date for moving.
- Set up a file or folder to hold all your records, contact details, quotes etc
- Get quotes from removalist companies\*
- If you've been renting, get a reference from your current landlord. You never know when it may come in handy.
- Check out the facilities in your new area (schools, doctors, hospital, shops etc)
- Make up a reference list of the measurements & requirements of your appliances & furniture. Ask the real estate agent if they can find out the measurements of doorways (internal & external) and appliance spaces. There's no point taking that 2 door fridge if you can't get it into the house!
- Obtain referrals from your doctor if you need them.

- Don't forget your pets...will there be adequate fenced areas for them at the new house? How are you going to move them?



### **Five Weeks**

- Start collecting boxes & packing materials (if not being supplied by removalist). Make sure you have large markers, a knife, plenty of tape, labels & contents lists for the boxes.
- Have a really big clean out. Decide what you don't want (and be really firm with yourself!) and make arrangements for a garage sale or find people to give it to.
- Investigate insurance premiums for your new area. You may find that you will either be paying a higher or lower premium for your car & contents insurance, depending on where you're moving to.
- Investigate storage facilities if you're not moving into your new house straight away.
- Give notice to your current landlord or agent (if applicable). Are you sure your lease period is expired? If not, you may have to negotiate with the landlord or agent about getting out of the lease.

### **Four Weeks**



- Start to use up your fridge & pantry contents.
- Arrange the transfer of records (school, medical etc)
- Make a list of organisations you will need to notify about change of address. Many places will only accept changes of details in writing, so draft up a generic letter. You can get copies made and fill in the details later. (Don't forget the little things such as video shops, libraries, local organisations you may be involved with)
- Also make up forwarding address notes to give to neighbours, friends etc.
- Start packing non-essential items. Don't forget to include a checklist on the outside of each box.

### **Three Weeks**

- Organise for the disconnection of your phone, electricity, water & gas to occur on your moving day. You may also need to pre-book the connections at your new home.
- Book your car in for a service if you're moving a long distance.

### **Two Weeks**

- If you're moving in or out of a strata property (unit, townhouse etc), make sure you have arranged access for your removalist or a parking space for your truck.
- Try and organise a baby-sitter for your children if you can. It can be difficult to ensure you're well organised and on time if you have toddlers with you.
- Close or transfer bank accounts and contents of safe deposit boxes. If you have documents held with a solicitor or another person or organisation (your Will etc), advise them in writing of your new address and the date of your move.
- Notify government agencies of your new address (eg: Electoral Commission, Tax Office etc)

### **One Week**



- Arrange for or plan house cleaning. If you're renting, you will probably have to have carpets shampooed and curtains cleaned. Get a list of requirements from your rental agent and organise for the final inspection.

- Dispose of any unwanted items. You may need to organise a trailer or ute to get rid of rubbish or old furniture. Mow the grass, tidy the garden etc.
- Defrost & clean your fridge & freezer & clean your stove (this will mean only a brief clean on moving day)
- Cancel deliveries (bread, milk, papers etc) & services (such as lawn mowing).
- Confirm the disconnection of services at your current home and the connections for your new home.
- Confirm the travel details – make sure the removalist has all the addresses & requirements correct.
- Back up your computer's files before disconnection & moving. Make sure you have the back up disks & any essential software separate from the computer (if the box containing the computer gets dropped, you don't want your backup data to get damaged as well!).
- Label all cords & cabling for computers and other appliances. It's sometimes easier to just have all the cables & cords in one box so that you know where to find everything.
- Put together your "moving box".
- Notify your solicitor, real estate agent and removalist of your mobile number or alternative contact number. (For after your phone is disconnected)
- Make sure you have some cash with you for the moving day. You might need petrol, food or other items at the last minute or on the road.



## Moving Day...

- If moving yourself, pick up your moving vehicle. Load heavy items first. Don't forget to leave room in your car for your "moving box".
- If employing a removalist, confirm collection & delivery details with the moving company. Make sure you have a mobile number for the removalist truck.
- Do a final check of cupboards, drawers & other storage areas (you haven't left the Christmas tree in the roof space have you?)
- Clean where necessary.
- Make sure all taps are properly turned off.
- Put your "moving box" in the car with you.
- Turn off all lights, appliances and hot water system. Lock doors and windows. Leave keys with whoever is appropriate.
- As a courtesy, leave a note for the new owners/tenants, telling them when garbage collection is, where to find the fuse box & water meter, who to speak to for access to the security system, how to turn on the hot water & any other information you think may be helpful.

### After the move

- Update your vehicle registration & drivers licence
- Check to make sure all your changes of address notifications have been processed by the relevant organisations.

**The following forms have been compiled & included in this kit as a helpful guide. Photocopies can be made of the 'packing box contents' sheet and the 'change of address notification' sheet to assist with your arrangements.**

**The back page of this kit has been designed to be completed by you as details come to hand during your settlement process and to act as a ready-reference , particularly on the day of your move.**



# CHANGE OF ADDRESS CHECKLIST

- Australia Post re-direction
- Back to Base Alarm Company
- Banks
- Cable / Satellite TV
- Credit Cards
- Church
- Dentist
- Doctor
- Employer(s)
- Govt – Child Support
- Govt – Electoral Office (within 4 weeks of moving)
- Govt – Family Allowance
- Govt – Local Council
- Govt – Medicare
- Govt – Pensions
- Govt – RTA (within 7 days of moving)
- Govt – Social Security
- Govt – Superannuation
- Govt – Tax Dept (within 7 days of moving)
- Home Delivery Services (Avon, Newspapers, Milk etc)
- Home Services – lawn mowing etc
- Insurance – Car
- Insurance – Home Contents
- Insurance – House
- Insurance – Life
- Insurance – other
- Internet Provider
- Internet Shopping services
- Investment / Share companies
- Membership – Gym/sports clubs
- Membership – Library
- Membership – RSL etc
- Membership - other
- Mobile Phone
- Private Health Fund
- Road Service (NRMA etc)
- Schools
- Social Groups
- Subscriptions – magazines
- Subscriptions – other

- Superannuation company
- Utilities – Electricity
- Utilities – Gas
- Utilities – Telephone
- Utilities – Water
- Vet
- Video Shops

**Other**

- Neighbours / Friends
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(Old/Current Address:)

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\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference No: \_\_\_\_\_

To Whom It May Concern:

Please be advised that as from \_\_\_\_/\_\_\_\_/\_\_\_\_, our/my address will be:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_@\_\_\_\_\_

Yours faithfully

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

# Roderick Storie

s o l i c i t o r s

62-64 George Street  
Windsor NSW 2756  
(PO Box 10, Windsor)  
(DX 8630 Windsor)

Tel: 02 **4587 7906**

Fax: 02 4577 6452

E-mail: [mail@rodstorie.com.au](mailto:mail@rodstorie.com.au)

Web: [www.rodstorie.com.au](http://www.rodstorie.com.au)

Your contact: **Amy Geleedst**

Sale  Purchase Settlement will occur on \_\_\_/\_\_\_/\_\_\_ at \_\_\_ am/pm

Stamp Duty must be delivered to Roderick Storie Solicitors, in the form of a BANK CHEQUE by \_\_\_/\_\_\_/\_\_\_ \$\_\_\_\_\_ made payable to "Office of State Revenue"

Final inspection is on \_\_\_/\_\_\_/\_\_\_ at \_\_\_ am/pm with  Agent  Vendor  Purchaser

Keys  will be available for collection from \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_ at \_\_\_ am/pm

Keys  must be delivered to \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_ by \_\_\_ am/pm

### Essential Contacts for "Moving Day"

**Agent:** Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Mob: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Bank/Lender:** Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Mob: \_\_\_\_\_  
Reference/Account No: \_\_\_\_\_ Fax: \_\_\_\_\_

**Removalist:** Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Mob: \_\_\_\_\_

**Electricity:** Tel: \_\_\_\_\_ Old Acc No: \_\_\_\_\_ New Acc No: \_\_\_\_\_

**Gas:** Tel: \_\_\_\_\_ Old Acc No: \_\_\_\_\_ New Acc No: \_\_\_\_\_

**Water:** Tel: \_\_\_\_\_ Old Acc No: \_\_\_\_\_ New Acc No: \_\_\_\_\_

**Phone:** Tel: \_\_\_\_\_ Old Acc No: \_\_\_\_\_ New Acc No: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Mob: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Mob: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Mob: \_\_\_\_\_