

**5 – 6 Weeks Prior to Moving Day**

- Confirm your move date and time.
- Book packing and unpacking service if required.
- Arrange your moving boxes.
- Get rid of any rubbish/unwanted items in advance of move day.
- Organise your new property home and contents insurance.
- Complete a floor plan for your new home and indicate furniture placement.
- If possible, start using your frozen food and reduce pantry items.
- Pre-plan and schedule any necessary repairs required.
- If leasing, arrange property inspection and cleaning company.

**If Packing Yourself**

- Acquire moving boxes and packing material.
- Use clean white butchers' paper **not newspaper** as it soils items.
- Label cartons with contents and which room they relate to.
- Mark FRAGILE boxes clearly.
- Pack heavy items in smaller boxes and lighter items in large boxes.
- Dismantle furniture where required and tape screws to furniture.
- Prepare a box of items you may need to access quickly at the new destination.

**2-3 Weeks Prior to Moving Day**

- Consider arranging pet and/or child minding on your move day.
- Contact your suppliers of internet, telephone, gas, water & electricity to arrange new connections, final readings, and disconnections if applicable.
- Contact any other suppliers – paper delivery, gardeners, window cleaners.
- Arrange time off work for your move.

**1 Week Prior to Moving Day**

- Set aside items for beds and some towels that you will use on the first night that you move into your new place.
- Drain the lawnmower and other garden maintenance items of petrol.
- Disassemble outdoor items, children's play equipment.
- Re-confirm all moving details with Removalist, Real Estate Agent, and Lawyer/conveyancer.
- Arrange access and parking for removal truck, consider neighbours access needs.

**The Day before your Move**

- Defrost and empty your refrigerator. Have a portable esky and ice to transport remaining contents. Clean the oven. Have vacuum on hand for last minute cleaning.
- Pack personal luggage & items to take with you in your car.
- Unplug and tie up appliance cords.
- Gas cylinders and air bottles are to be moved separately.

**Moving Day**

- Ensure clear access for moving trucks.
- Ensure cartons which are to be unloaded first are loaded last.
- Lock all doors and windows, turn off hot water system if required.
- Return all keys to real estate agent or new tenant.
- Remove garage remote control from your car, if applicable.

**After the move**

- Notify electoral office of your new address.
- Change driving licence address.
- Change car registration address.