

TWO WEEKS TO GO

- If renting, advise your current landlord or agent, in writing, of your intention to move
- Advise your children's school / kindergarten and have transfer documents sent to your new school/ kindergarten
- Collect children's school records, immunisation certificates etc. for the new school
- Contact government agencies and notify them of your new address and date of move
- Inform your doctor, dentist and other medical specialists of your move. Collect your records or request transfer to your new practitioners
- Start notifying businesses, colleagues and service providers of your intended change of address
- Consume your supplies of frozen and perishable foods
- Confirm details with removalist – times for pack, move, unpack, clean, details of storage, insurance etc.
- Arrange to disconnect and connect your essential services, gas, water, phone and electricity.
- Arrange Post Mail Redirection Service application to redirect your mail to your new address
- Transfer all home deliveries to new address
- Arrange childcare for your moving day if necessary

ONE WEEK TO GO

- Transfer bank accounts to a more convenient location
- Advise the tax or other government authorities as appropriate
- Repair and clean the general household
- Have a final clean-out and dispose out-of-date materials from under the kitchen sink, garage, laundry etc
- Dispose of flammables
- Drain fuel from lawn mower and other machinery
- Gather all keys from old address, get spares from family and friends
- Send e-cards to everyone with your new details
- Collect instruction books for stove, dishwasher, security system and leave for new owner

- Cancel or change local services such as lawn mowing services, newspaper deliveries etc.
- Keep a bag free with all the things you'll need for your unpacking and cleaning
- Keep a few things out for the kids on move day
- Have your gas bottle purged
- Clean oven
- Clean out medicine cabinet
- Secure electrical items and make sure safe to move

MOVE DAY

- Place all suitcases and essential items you need in one specified place so they are not loaded in the removal van, eg. bathroom or car
- Set aside and carry all valuables and important papers and passports with you
- Pack your essentials in the carton, (refer Moving Manual)
- Ensure children and pets are safe and out of harm's way
- Turn off the gas at the meter, the electricity at the switchboard and water at the tap – make sure all cleaning is finished first
- Do a final walk through with the packing team
- Tighten taps before you leave
- Leave a note at your old address with your forwarding address details
- Lock all doors and windows as you leave
- Test all keys and consider changing your locks