



YOUR MOVING GUIDE

Moving house can be a very stressful experience! To assist you in making the move as smooth as possible, we have developed this handy checklist of things you need to do.

PREPARATION STAGIES

2 MONTHS

TO GO

- Confirm the exact date of moving.
- Decide how you will handle the move. Will you use a Removal Company? Will you enlist the help of family and friends? How will you move the heavy/oversized or fragile items?
- Obtain several quotes from Removal Companies. Decide on the one that will best meet your needs. Discuss costs, insurance, packing, loading and delivery with each company.
- Advise friends and relatives of your move. Ask them if they would be willing to

assist you on the day.

- Advise your children's school/daycare of the move. Decide on whether or not you will need to move to a new school/daycare which is closer to your new home.**
- Have a thorough spring clean both inside and outside the house.**
- Arrange a garage sale or charity pick up for personal and household items that you do not want to take with you to your new home.**
- Make a list of any items that you will not be taking with you and you would like to try and sell. Try advertising these items on the internet (e.g. EBAY) or sending a group email around to your family and friends with pictures, descriptions and prices of the goods for sale.**
- Make a stocklist of your freezer and pantry. Start to run down perishable foods so you don't have to take a lot with you when you move.**
- Collect cardboard boxes for packing.**
- Take a look at your schedule over the next few weeks, and decide on the days and times that you will be able to start packing your belongings. Plan what items you will pack first and what items need to be left till last.**
- Make a list of all your valuable items and family heirlooms so that they do not get lost or misplaced during the move.**
- Decide if you need to make any arrangements for your pets during the move.**
- Other Requirements.**

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<p>1 MONTH</p> <p>TO GO</p>	<p><input type="checkbox"/> If you are currently living in a rental premise, advise your landlord that you will be moving out.</p> <p><input type="checkbox"/> Keep a record of all incoming mail, and start notifying the relevant organizations or persons of your new change of address. Alternatively, obtain a change of address kit from the Post Office.</p> <p><input type="checkbox"/> If you need it, arrange for storage during the move.</p> <p><input type="checkbox"/> Start collecting packing tape, bubble wrap, newspapers, permanent markers, nylon packing string and more boxes.</p> <p><input type="checkbox"/> Make arrangements to take time off work during the move (if required).</p> <p><input type="checkbox"/> Draw a floor plan of your new house. This will make it easier to decide on how you will arrange your furniture.</p> <p><input type="checkbox"/> Other Requirements.</p> <p>.....</p> <p>.....</p>
<p>3 WEEKS</p> <p>TO GO</p>	<p><input type="checkbox"/> Start packing and labeling boxes (contents and room location)</p> <p><input type="checkbox"/> Contact Utilities Departments about your impending move.</p> <p style="padding-left: 20px;"><input type="checkbox"/> Gas/Heating/Electricity.</p> <p style="padding-left: 20px;"><input type="checkbox"/> Telephone.</p>

- Local Council.
- Post Office.
- Internet and Pay TV.

Contact Government Departments about your impending move

- Electoral Office.
- Tax Department.
- RTA.

Contact Health Departments about your impending move

- Medicare.
- Doctor.
- Dentist and other medical practitioners.
- Health Insurance.

Contact any Financial Institutions about your impending move

- Banks/Credit Unions/Building Society.
- Insurance Companies.
- Legal Representatives.
- Accountants.
- Credit Cards.

Contact any Clubs and Education Services about your impending move

- Scouts, Ballet, Sporting Groups, Art Clubs etc.

	<input type="checkbox"/> Gym Membership. <input type="checkbox"/> Schools/Day Care. <input type="checkbox"/> Library. <input type="checkbox"/> Contact any Home Services about your impending move <input type="checkbox"/> Cleaning/Gardening Services. <input type="checkbox"/> Newspaper Delivery. <input type="checkbox"/> Security Company. <input type="checkbox"/> Rubbish Collection <input type="checkbox"/> Other
<p>2 WEEKS</p> <p>TO GO</p>	<input type="checkbox"/> Remind your friends and relatives about helping you on your moving day. <input type="checkbox"/> If moving long distance check to see if your car needs servicing or if you need to arrange transport for pets. <input type="checkbox"/> Check the above steps from the previous weeks to make sure you haven't missed anything. <input type="checkbox"/> Continue to pack items that you won't need over the next two weeks. Don't forget to label the boxes! <input type="checkbox"/> Other

ONE WEEK TO GO!

<p>7 - 6 DAYS TO GO</p>	<ul style="list-style-type: none"><input type="checkbox"/> Check that the Post Office has been notified to redirect your mail.<input type="checkbox"/> Start packing the rest of your belongings, leaving only the essentials for the remainder of the week and for your arrival.<input type="checkbox"/> Finalize all utilities accounts.<input type="checkbox"/> Make sure you have made arrangements for gas, water, electricity, internet etc at your new property.<input type="checkbox"/> Do the final clean out of the gardens, garage and shed.<input type="checkbox"/> Dispose of any flammable items, old medicines, old paint tins etc<input type="checkbox"/> Other. <p>.....</p> <p>.....</p>
<p>5 - 4 DAYS</p>	<ul style="list-style-type: none"><input type="checkbox"/> Make a list of the items that you will need on your moving day.<input type="checkbox"/> Confirm the booking with the Removal Company.<input type="checkbox"/> Set aside a box of cleaning supplies for the final clean.<input type="checkbox"/> Dismantle any items e.g. garden furniture, play equipments etc

<p>TO GO</p>	<p><input type="checkbox"/> Other.</p> <p>.....</p> <p>.....</p>
<p>3 - 2 DAYS TO GO</p>	<p><input type="checkbox"/> Collect any outstanding items (e.g. dry cleaning).</p> <p><input type="checkbox"/> Return any library books.</p> <p><input type="checkbox"/> Return any video rentals</p> <p><input type="checkbox"/> Do the laundry.</p> <p><input type="checkbox"/> Take down any pictures, curtains and any other fixtures that you will be taking with you.</p> <p><input type="checkbox"/> Do the final clean out of the house.</p> <p><input type="checkbox"/> Cancel any local arrangements e.g. lawn mowing etc.</p> <p><input type="checkbox"/> Other.</p> <p>.....</p> <p>.....</p>
<p>1 DAY TO GO</p>	<p><input type="checkbox"/> Complete packing and clearly mark all boxes with appropriate contents and room location.</p> <p><input type="checkbox"/> Dismantle the TV aerial if you are taking it with you.</p> <p><input type="checkbox"/> Defrost the freezer and unpack the dishwasher.</p> <p><input type="checkbox"/> Empty rubbish bins.</p> <p><input type="checkbox"/> Other.</p>

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<p>MOVING</p> <p>DAY!</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure you keep all valuable and essential items on your person. <input type="checkbox"/> Make a list of all the boxes that go on the truck. <input type="checkbox"/> Do a final check of the house, garage, shed, basement and garden to make sure that you haven't forgotten anything. <input type="checkbox"/> Turn off the water. <input type="checkbox"/> Lock all the doors and windows <input type="checkbox"/> Give the Movers your mobile number in case they need to contact you during the move. <input type="checkbox"/> Arrange for your pets to be picked up (if required). <input type="checkbox"/> Confirm the delivery address with the Removal Company. <input type="checkbox"/> Other. <p>.....</p> <p>.....</p>

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