



## MOVING GUIDE

When you are relocating, packing your things is only a small part of what you need to do. You will also have to contend with changing your address, moving your medical records, and much more. So, how can you make sure that you're getting everything done, and at the right time?

Here is a checklist to make sure you have completed everything:

Have you notified the following of your change in address?

The Post Office, for mail redirection?

Your financial institutions to transfer or close your accounts?

The electoral registrar?

The taxation department?

Your leasing company?

Your insurance company to transfer or terminate your household insurance?

Your life insurance company?

Your car insurance company?

Your health insurance fund?

Your superannuation fund?

Your mobile phone company?

Your internet provider?

The school principal and received a letter regarding the status of your children in school?

Stores where you have charge accounts?

Relatives, friends, and regular correspondents?

Club memberships?

Publications you subscribe to?

Your doctor and dentist to obtain copies of your medical records?

Your lawyer?

Your place of worship?

Have you discontinued these services?

Gas

Water

Electricity

Telephone/Cable TV

Newspaper/Publication delivery

Have you also ...

Defrosted your refrigerator/freezer and drained all water hoses?

Disconnected your washing machine and drained water?

Checked with manufacturer to ensure all major appliances are correctly prepared for moving?

Emptied all gas cylinders?

Arranged for Electricity or Gas Companies to disconnect any fittings from the supply?

Put aside bits and pieces you don't want to take?

Returned books, videos, etc.?

Removed Fixtures and fittings from walls?

Put important items such as passports and tickets into your personal luggage so they are not accidentally packed?

Arranged for someone to look after your children during the packing process? This can be a stressful time for them.

Washed thoroughly any items that may be of interest to Quarantine/Agriculture, i.e. mowers, garden tools, golf equipment, bicycles, etc.

### **Dangerous Goods ...**

The following articles are classified as “**DANGEROUS**” and cannot be stored or transported:

- Ammunition
- New or partially used cans of paint
- Linseed oil
- Bleach products
- Gas cylinders (unless emptied)
- Turpentine
- Methylated spirits
- Kerosene
- Petrol
- Cleaning fluids
- Aerosols of any kind
- Vegetable oils
- Chemical sets, etc...

### **A few don'ts ...**

- Don't fail to advise of any high value items i.e. antiques, furs, or paintings within your household goods. For insurance purposes, a separate valued list is requested.
- Don't put breakables in drawers
- Don't put liquid in drawers (sauce bottles, perfumes etc.)
- Don't overload furniture
- Don't store perishable foods such as cereals, flours etc.
- Don't polish your furniture prior to your move
- Don't store or transport jewelry, money, legal documents, taxation papers, insurance policies or other documents/high value articles. You should keep these items with you.
- Don't forget to tell us EVERYTHING you want moved. It's your responsibility to check before the vehicle(s) depart.

Now, one last look around ...

Anything left behind? The attic, garden, garage, basement?

No clothes at the drycleaners, shoes at shoe repair shops, sporting goods in lockers at clubs/schools?

Water heater turned off?

Main power turned off?

Gas taps turned off?

Windows and doors locked?

Old house keys surrendered?