

the ultimate moving checklist

1 :: First Things To Do

- As soon as you know your move date, book your MiniMovers team**
You can do this by calling 1300 366 000 or going online at www.minimovers.com
- Formally notify the landlord of your intention to vacate the premises**
- Tell your new landlord of your moving schedule**
- Organise for a storage facility if you need one**

2 :: Preparing Your Stuff

- Create a list of items you no longer need or want**
Give them to a charity, friends and family or hold a garage sale. The less clutter you have, the easier it will be to pack
 - Order quality removal boxes and packing materials**
www.minimovers.com.au/boxshop/
(Don't be tempted to use 'free' boxes - they will break and their odd sizes make loading and unloading the removal truck very slow.)
 - Start packing**
This is a long job - allow at least 2 weeks.
If you don't have time MiniMovers can provide professional prepackers to do just part or the whole job for you. www.minimovers.com.au/packing/
 - Label all boxes with the room they belong in at the new place**
 - Write the contents of each box as you pack it**
Stick it on top of the box to help you find an item later on.
 - Create a special 'move day' bag**
Put in it your keys, prescriptions (anything you need easy access to)
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- Dismantle larger furniture, or leave it for the moving professionals**
Put all bolts, brackets, screws etc in a labelled and sealed bag, then stick it firmly to the underside or in a drawer of the item they belong to.
 - Dismantle outdoor furniture - watch out for spiders**
 - Drain the oil and petrol in the lawn mower and other mechanical items**
 - Backup your computer's hard drive**
 - Organise for a rubbish removal service**
A skip bin comes in handy while packing, to eliminate the bags of rubbish.
 - Drain and disassemble any waterbeds**
 - Take the remote garage door opener out of your car!**
 - Return any DVDs, games and or library books you may have out**
 - Use everything in the fridge before the move day**
Throw it out if it won't be used.
 - Defrost the freezer**

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3 :: Before the Move

- Get any critical repairs done to the house
- Book in a professional cleaner
- Organise a property inspection with the landlord after the cleaner
Required to regain any bond amount owed to you.
- Get your home and contents or car insurance reviewed
- Get your pets records from the vet
Including medical history and immunisation certificates.
- Give your pet a familiar toy during the move to reduce stress
- Book an elevator in your unit to use on the move day
- Organise house settlement times and changeover of keys
- Settle outstanding bills with any of the utility companies you use
Pay TV, Electricity, Gas, Internet, Water, Security
- Arrange to have sufficient money in the bank to cover the move
- Arrange to have your telephone, Internet, pay TV, gas, electricity disconnected and reconnected at the new place

4 :: Move Day (REMEMBER)

- If all loose items are packed and the floors are clear your removalists can work much more efficiently
- Keep a kettle, tea bags, coffee, milk and sugar unpacked
- Check all the cupboards before you leave
- Lock all the doors and windows as you leave
- Check the back of the truck before the moving professionals leave

5 :: After Move Day

- Notify utility companies of your change in address
- Notify friends and family of your new address, telephone number etc
- Start unpacking
- Order a pizza for dinner for all your hard work
- Hold a house warming party!

RELAX ...

Welcome to your new home!