



Moving Checklist

Below is a complete moving guide checklist provided by Extra Mile Movers. The list covers every aspect of your move in detail, we are happy to help advise you on any aspect of this moving checklist.

4-6 weeks to moving day

- Book your removal company.
- Dispose of any items no longer needed. Remember charities, friends and family may appreciate your pre-loved goods. You don't want to pay to move those items.
- Remember to sort through garage / garden shed etc.
- Make a note of any precious items that may need special care to move.
- Measure the spaces in your new home to ensure your furniture fits.
- In the kitchen, use up all opened packets and throw out goods past their use-by date.
- Check any moving instructions for your washing machine with manufacturer.
- Gas cylinders and air bottles should be empty with valves open, flammable liquids safely disposed of.
- Start using up food in freezer.
- Create a folder for all your moving documents.
- Organise schooling, preschool transfers.
- If travelling, remember passports, tickets, visas etc.

If packing yourself

- Contact us for packing material
- Use clean white paper, not newspaper as it soils items. (We use only butcher paper)
- Label every carton clearly as to contents and its room destination
- Dismantle furniture that comes apart – remember to tape screws etc. in an obvious location or label and place in an “ESSENTIALS” carton.
- Prepare an inventory list of each carton.
- Pack lighter items in large cartons, heavier items in small cartons.

2-3 weeks to moving day

- Contact all relevant authorities to notify of your new address.
- Return library books, videos, DVD's etc.
- Arrange for family, friends to mind children and pets on moving day.
- Arrange transfer of bank accounts.
- Organise telephone, internet, gas, electricity, Foxtel connections.
- Arrange move of boat / trailer.
- Ensure new home will be thoroughly cleaned before your move and also arrange cleaning of your original home after your move.

1 Week to moving day

- Set aside bed linens, towels to be used on the first night so beds can be made up as soon as possible on moving day.
- Draw up a plan of each room in your new home with furniture placement for the removalists to use on moving day.
- Have car checked if travelling long distances.
- Indoor plants should be lightly watered and packed into plastic lined boxes. Alternatively in thick black rubbish bags and as well as boxes.
- Cancel newspaper, milk and other deliveries.
- Drain lawn mower, remove batteries from battery powered items.
- If you have purchased a new home, ensure you have a final inspection the day before settlement to ensure the home is as you bought it and the fittings and fixtures outlined in the contract remain.
- Redirect mail through local Post Office.
- Advise services, e.g. babysitter, gardener, cleaner.
- Prepare an 'Essentials' carton that contains important items such as remote controls, shelf supports, bed legs, keys, telephone charger, telephone handset, furniture assembly instructions

2 Days to moving day

- Remember your 'SURVIVAL' box. Include important medications, first-aid kit, children's' favourite toys (especially bedtime friends), toiletries, tea, coffee, kettle, milk, snacks, baby needs, children's sleep wear and school needs, work clothes and essentials for the following day. Don't forget the dog's lead, pet food and bowls.
- Collect dry cleaning.
- Arrange parking and access for removalist truck.
- Make sure removalist has clear instructions as to your new address and mobile phone numbers.
- Ascertain access details and key collection for your new home.

The day Before

- If scheduled, professional packers will arrive to pack up your household. Make sure you leave out essential items for that evening and the following morning.
- Defrost, empty, dry out and air your refrigerator.
- Leave a welcoming note with all relevant information for the new resident. Remember to include your new address and telephone numbers.
- Prepare bags / cartons with all items that you wish to transport yourselves.

Moving Day

- Try to keep visitors to your new home to a minimum.
- Transport perishable food items in a cooler box.
- Have plan at hand for furniture placement in new home.
- Have at hand your "SURVIVAL" box.
- If renting, arrange for key collection.
- Collect all car and house keys ensure gas and electricity meters have been read and telephone disconnected.
- Continue to check house / property for forgotten items as truck is being loaded.
- Check on top of cupboards.
- Turn off power.
- Lock house, remember to leave keys as specified.

Your new residence

- If leasing, document condition of property and furnishings for the appropriate agent.
- Try to stand at the removalist's entry point and give clear directions as to furniture placement.
- Check all utilities are connected, hot water service on.
- At completion of unloading, check all is to your satisfaction & arrange payment.
- Check that you have all keys and relevant instructions to your new residence.
- Have securities checked and locks changed if concerned.
- Contact your new local council for garbage collection information and new resident's folders.

Smile and say hello to your new neighbours