



Moving Checklist

Packing and Moving:

1. One of the first things you have to decide is whether to hire a commercial removalist or move yourself. As a rule, commercial removalists save you a lot of time and work.
2. If you decide to use a moving company, choose it well in advance. Compare services and costs – and make sure they're available on the day you want to move.
3. Compare moving methods for different items. For example, it's cheaper to send some items by mail than to have movers handle them.
4. Inventory all possessions that will be moved. Noting the condition of each item will make it easier to determine if any damage occurred while moving.
5. Since every piece of furniture adds to the cost of your move, now is a good time to sort out what you really want transported to your new residence.
6. Label the contents of all cartons and boxes on two sides, so they can be put right where you want them without first having to be unpacked.
7. Number each box and keep a master list of contents.
8. Arrange to have glass framed pictures, mirrors, glass and marble table tops, etc. padded, wrapped and crated. If you're using a commercial removal company, find out if they'll handle this for you, and if so, what are the charges?

9. Label all keys to correspond with tags on trunks and suitcases.
10. Tape tops of bottles and medicines.
11. Take along a telephone book, in case you need phone numbers and addresses after you move.
12. If you're moving flammable items, acids, paints, matches, chemistry sets or ink, be aware that most movers will not accept them due to the risks involved.
13. Be on hand when the movers load your furniture and belongings.

Before you Leave:

1. Notify:
Post Office
Magazine Publishers
Present Employer
State Income Tax Board
Investment Adviser
Credit Card Companies
Banks

2. Cancel the following services and arrange for them at your new home. Be sure to review check stubs, internet records and receipts for any other services which should be terminated or transferred:

Electricity
Telephone
Landscaping
Gas
Newspaper
Internet
Water

<p>3. Ask your doctor, dentist, lawyer, etc. to recommend professional services convenient to your new location.</p> <p>4. Arrange for the transfer of the following: School Records Legal Documents Charge Accounts Medical Records Memberships Vet _____ _____ _____</p> <p>5. Contact your lawyer for a review of your will.</p> <p>6. Consult dealers with whom you've arranged an extended credit plan to pay for services or possessions you have bought – special handling may be needed.</p> <p>7. Check in your new location for the information on the following: Schools House of Worship Recreational Facilities Shopping Areas Voter Registration Transportation Social Organisations _____ _____ _____</p> <p>8. Be sure to pick up dry cleaning and any items at repair shops. Check your records to see where deposits or refunds are due.</p>	<p>9. Call the Salvation Army or similar organisations to pick up old furniture, books, clothes, etc.</p> <p>10. Don't forget to notify friends and relatives, electoral role, vic roads etc. of your new address.</p> <p>11. Before leaving your old residence, make sure all doors and windows are locked and keys are given to the proper people.</p> <p>12. On the moving day, make sure you have the following with you: Drivers license Credit Cards Telephone numbers and addresses of relatives and friends</p> <p>13. Deposit settlement funds so it can immediately earn interest.</p> <p>When you Arrive:</p> <p>1. Be on hand to check for damage while your furniture is being unloaded. If any belongings are damaged, notify the movers immediately and have them sign an Exception Report.</p> <p>2. Know ahead of time where you want your things placed. You could be charged extra money if movers have to keep shifting things around.</p> <p>3. Make sure all the necessary services you arranged for are started.</p> <p>4. Call servicemen to connect washer, dryer, stove and refrigerator or to light your gas hot water.</p>
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