

YOUR WEEK-BY-WEEK MOVING GUIDE

EIGHT WEEKS BEFORE

Set the date for the move, after checking it with your solicitor. It's safest not to make this settlement day, in case there are unforeseen delays.

Arrange to take the day off work.

Book your removalist.

Start sorting out your belongings. Put things you no longer use into three piles: to be sold (garage sale or on eBay), given away and thrown out.

SIX WEEKS BEFORE

If you're renting, make sure you know when you have to give notice that you're moving out to your landlord or real estate agent. Regulations differ from state to state. You may have to give as much as 28 days notice, even if you're on a fixed-term lease. Notice must be given in writing. You should sign it and date it, and give the exact date on which you will be moving out. If posting your notice, make sure it will arrive in plenty of time.

While in contact with the landlord or real estate agent, find out what you're required to do before you leave (eg, have the carpets steam-cleaned) and confirm the arrangements for getting your bond back.

Check out the contents of your freezer and food cupboards, and start planning your meals to use up what's in there.

Collect boxes and start packing.

FOUR WEEKS BEFORE

Make a list of people and companies you need to contact about your change of address. These should include:

Electricity, gas, water and phone companies (let them know when to finalise your bills and when to connect services at your new place).

Pay TV and internet providers and organise reconnection at your new place.

Doctor and dentist.

Employers.

Insurance companies, banks and other financial institutions.

Australian Taxation Office, Medicare, Electoral Office.

Magazine subscriptions.

Clubs, organisations or charities.

Organise with the post office to get your mail redirected.

Order new tags for your pets with the new address on them.

Driver's licence.



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TWO WEEKS BEFORE

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| Arrange to have your children and pets looked after on moving day. | <input type="checkbox"/> |
| Get started on some of the big cleaning jobs – blinds, oven, windows, etc – so you won't be wearing yourself out in the final week. | <input type="checkbox"/> |
| Ask anyone who has spare keys to return them. | <input type="checkbox"/> |

ONE WEEK BEFORE

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| Draw up a floor plan of where everything is going to go in the new place, making sure the measurements are right. Make copies for the removalists. | <input type="checkbox"/> |
| Every family member should pack a bag of personal things they'll need in the days after the move – clean clothes, toiletries, etc. | <input type="checkbox"/> |
| Put important documents and jewellery in a separate box, and take it with you in the car or leave it with a trusted friend or relative during the move. | <input type="checkbox"/> |
| You may want to arrange to have the locks changed in your new home, particularly if it was rented out to a succession of tenants. | <input type="checkbox"/> |
| If you have newspapers delivered, let your newsagent know you are leaving. | <input type="checkbox"/> |

THE DAY BEFORE

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| Pack a box of items you might need when you get to your new home – tools, toilet paper, soap, a torch, cleaning products, garbage bags, and all documents relating to the move – and remember to keep it with you. | <input type="checkbox"/> |
| Write a note for the people moving in, giving your new address in case any mail doesn't get redirected, and add any helpful info, eg, the garbage collection day. | <input type="checkbox"/> |
| Disconnect the washing machine and let it drain. | <input type="checkbox"/> |
| Charge up your mobile phone. | <input type="checkbox"/> |

THE DAY OF THE MOVE

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| Talk through everything with the removalists. | <input type="checkbox"/> |
| Have one last check after everything has been taken out. Clocks are the items most commonly left behind. | <input type="checkbox"/> |
| Turn off the electricity. | <input type="checkbox"/> |
| Return keys to the landlord or real estate agent. | <input type="checkbox"/> |
| Make sure all the boxes have arrived, and that nothing has been broken. Make any insurance claims as soon as possible. | <input type="checkbox"/> |
| Check that everything that was agreed as part of the sale – eg, curtains, light fittings – is there. If not, contact your solicitor. | <input type="checkbox"/> |
| Grab a takeaway and open the champagne! | <input type="checkbox"/> |