

Moving Home Checklist



The following information has been designed to assist you prior to, during and following your house move. Easy and simple to follow, this Moving Home Checklist covers the multitude of tasks needed to make your move smooth and hassle free.

Preparing to Pack

- ☐ Arrange carton and packing materials delivery (labels, bubble cushion, tape, markers, paper)
- ☐ Use clean white butchers paper, not newspaper as it soils items
- ☐ Label every carton clearly, on the tape, as to contents and its room destination
- ☐ Prepare an inventory list of each carton. Mark clearly FRAGILE. Note all dents and scratches
- ☐ Pack lighter items in large cartons, heavier items in small cartons and those heavier items on the bottom
- ☐ Dismantle furniture that comes apart – remember to tape screws in an obvious location or label and place in an ESSENTIALS carton with TV, Foxtel, sound system remote controls, bed legs, shelf supports, keys to furniture cabinets and manufacturer's instructions for reassembly of items
- ☐ Prepare a SURVIVAL KIT (LOAD LAST) with kettle, tea and coffee, breakfast requirements, special children's toys, school needs, pet requirements (especially leads), bathroom necessities, telephone handset, medications, snack corkscrew, spare light globes, scissors, tools, toilet paper
- ☐ Consider taking very sentimental and personal items with you in your car
- ☐ Create a folder for all your moving documents

4 to 6 Weeks to Moving Day

- ☐ Organise Contents and Household Insurance for your new home
- ☐ Notify Electoral Office of your new address. Also, Drivers Licence and Car Registration
- ☐ Complete a floor plan of your new home for furniture placement and measure the spaces to ensure your furniture will fit, particularly the fridge. Will large items fit through the doors?
- ☐ Prepare an inventory of everything you own, noting any scratches or dents
- ☐ Make a note of any precious items that require special care to move
- ☐ Assess current furniture items and sell those not required; items not required can also be given to charity; and remember – If In Doubt, Throw It Out!!
- ☐ Check any moving instructions for your washing machine with the manufacturer
- ☐ In the kitchen, use up all opened packets and dispose of goods past their use by date
- ☐ Start to use up all food in the freezer
- ☐ Remember to sort through the garage, garden shed, etc. under the house as well
- ☐ Gas cylinders and air bottles should be empty with valves open, dispose of all flammable liquids. (Garden chemicals, paint, paint thinners, cleaning fluids, bleach, fuel, aerosols of any kind, etc.)
- ☐ Arrange to have your mail held or redirected to your new address
- ☐ Arrange School, Pre-school, Day Care transfers
- ☐ Redirect or cancel newspaper and other subscriptions
- ☐ If travelling... organise passports, tickets, visa, currency, credit cards, accommodation
- ☐ Return borrowed or rented items
- ☐ Arrange a rubbish pick-up with the local Council
- ☐ Confirm with lawyers/real estate agents key collection time and settlement date as this will determine your moving day
- ☐ Plan to carry personal and important legal documents and jewellery
- ☐ Pre-plan and schedule any necessary repairs required
- ☐ Research storage facilities if needed
- ☐ Obtain family and pet medical records. Also, dental and school records
- ☐ If leasing, arrange property inspection and book cleaners
- ☐ Transfer and set up utilities at your new address
- ☐ Review home and contents/car insurance

2 to 3 Weeks to Moving Day

- ☐ Contact all relevant authorities to notify of your new address
- ☐ Arrange for family and friends to mind children and pets on moving day
- ☐ Arrange transfer of bank accounts, internet, telephone, gas, electricity connections
- ☐ Update pets microchip details
- ☐ Fill prescriptions needed the week before and after the move
- ☐ Notify family and friends of change of address
- ☐ Drain fuel from any machine (lawn mower, chainsaw, etc.)
- ☐ Arrange final readings of gas and electricity meters, remove batteries
- ☐ Discontinue any delivery services, newspapers, automated payment plans and local memberships. Collect dry cleaning
- ☐ Book a locksmith to change the keys on moving day at your new home
- ☐ Arrange time off work on moving day
- ☐ Ensure new home will be thoroughly cleaned, oven cleaned, carpet steam cleaned before your move and original home after your move
- ☐ Disassemble outdoor items, children's play equipment
- ☐ Create a 'handyman' kit with hammer, Allen keys, screwdrivers, light bulbs, nails and wall hooks plus a safety retractable knife

1 Week to Moving Day

- ☐ Make a list of things to do on 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 your plan of each room in your new home with furniture placement
- ☐ Have indoor plants watered lightly and packed into plastic lined boxes
- ☐ Advise services e.g. babysitter, gardener, cleaner
- ☐ Back up computer hard disk. Prepare printer and scanner for travel
- ☐ Reconfirm all moving details with removalist if using a real estate agent, lawyer
- ☐ Arrange mail re-direction

The Day Before the Move

- ☐ Defrost and empty out your refrigerator. Have a portable Esky and ice to transport contents. Clean the oven. Have a vacuum on hand for last minute cleaning
- ☐ Pack person luggage / items to take with you
- ☐ If using professional packers, remember to leave out essential items for that evening and the following day
- ☐ Unplug and tie up appliance cords
- ☐ Cash on hand for last minute expenses and necessary finances for moving organised
- ☐ If your house will be empty for a while, inform police and neighbours
- ☐ Prepare an action plan for moving day

Moving Day

- ☐ Have ESSENTIALS and SURVIVAL cartons on hand
- ☐ Have floor plan available and new address parking information
- ☐ Load kitchen boxes last so they are the first off the truck
- ☐ Try to keep visitors to your new home to a minimum. Have all pet needs at hand
- ☐ Ensure all meters are read, car and house key collection organised
- ☐ Check off all items as they go into the moving van / vehicle
- ☐ Lock all doors and windows, turn off hot water system if required
- ☐ Check the tops of cupboards, garden area, sheds and garage
- ☐ Return all keys to the real estate agent or new tenant. Lock the house, turn off the power, tighten all taps, and check gas and electrical fittings.
- ☐ Remove electric / remove garage opener from your car

Your New Home

- ❑ Try to stand at the entry point and give clear directions as to furniture placement
- ❑ If leasing, document condition of property and furnishings with the appropriate agent
- ❑ Check all utilities are connected, hot water service is on
- ❑ At completion of unloading, check all is to your satisfaction
- ❑ Have security checked and locks changed if concerned
- ❑ If move is from storage, interstate or overseas, check and sign the inventory
- ❑ Assemble beds and make up as soon as possible
- ❑ Settle children and pets with familiar items for reassurance
- ❑ Check that you have all keys and relevant instructions to your new residence
- ❑ Contact your new local council for garbage collection information and new residents folders
- ❑ Smile and say hello to your new neighbours!

Tips for Pets - Cats

- ❑ Cats are territorial and can find moving house particularly stressful. Move them in a cat carrier, with familiar smelling bedding
- ❑ Only release them from their carrier once the new home is quiet and calm
- ❑ Confine them to one room with their familiar bed and toys
- ❑ Allow them to explore at their own pace. Hide small amounts of dry food around to encourage them to explore. Over the first few days, make more rooms available to them, one by one
- ❑ Try to keep cats indoors, but if you choose to let them outside, do so very slowly, to lessen the risk of them becoming lost or running away
- ❑ Only take them into an enclosed, safe area of the yard, allowing them to run back inside if they want to
- ❑ Only let them outside for a few minutes at a time initially. Supervise closely until it's clear they are comfortable

Tips for Pets - Dogs

- ❑ Keep the dog's routine as normal as possible. Keep up a good exercise routine
- ❑ Give them a safe place to go if they are stressed, such as a crate
- ❑ Set up the house so they know where all of their things are such as their bed, toys and water /food bowls
- ❑ If they are stressed during the initial move and are willing to eat, hand feed a few pieces of dry food, then offer the rest in their bowl
- ❑ Positive reinforcement is the key. For the first few weeks at the new house, give the dog lots of treats. Make them feel happy about their new environment. Use food treats, lots of play and even new toys
- ❑ Set the rules early on in the new house so there is no confusion. Show them where they are and not allowed to go, where to eat and sleep, etc.
- ❑ Visit their favourite places more often during the first few weeks of settling into a new home. Go to the park and make it an enjoyable experience coming home to the new house
- ❑ In some cases, anxiety in pets can be severe. If you are concerned, consult your veterinarian for advice.