

# Moving Checklist

## Milestones along the way

### 2 Months before your move:

- Sort through cupboards, drawers, dressers etc. in every room in the house to weed out what you don't want or need. Think about things you are keeping. Do they need special packaging or extra insurance cover?
- Inventory everything of value you plan to move and take photographs for insurance purposes.
- Obtain estimates from various moving companies. Remember cheapest is not best – enquire on what exactly is covered by the quote. If they don't come out to visit you to give a quote you might need to ask yourself "why"?
- Organise School Records. If you are moving a long distance away organise to have records transferred to new school.
- Create a moving folder. Keep this checklist and all relevant paperwork in a centralised folder which can be easily accessed at short notice.

### 6 Weeks before your move:

- Use it or lose it. Start using up things that you don't want to move. Empty your freezer and use up cleaning supplies which are hiding at the back of the cupboards.
- Finalise rental agreements including notice periods etc.
- Obtain doctors records and try if possible to register with a new doctor if moving from your area and request that family records be forwarded.
- Take measurements. Check the room dimensions of your new home if possible and pay particular attention to width and height of doorways to ensure furniture will fit in your new home.
- Get your insurance companies on board early. Let them know of your move and make sure your belongings are covered every step of the way.

### 1 Month before your move:

- Finalise your movers and confirm arrangements with them. The earlier they are involved the easier it will make your move.
- If you are packing your house yourself order packaging supplies and start to pack belongings which are not needed such as seasonable clothing etc. Label each box and where possible identify the room it will be located in when moved to streamline the moving process.

- Alert utility companies of your impending move. Ensure disconnection on the day after you move and have new services activated before arrival at your new home.
- Separate valuables. Where possible manage the movement of such valuable items by car yourself or at the very least package well and bring to the attention of your mover to ensure special attention is paid to such pieces.
- Go to your local post office and complete a change of address form. Make contact with a neighbour or friend who can handle straggler mail after you leave to ensure they can forward to you.
- Alert important organisations of your impending move. Banks, brokers, employer HR department, newspaper subscription companies, utility companies, waste collection companies are just some who should be notified.
- Organise well in advance to have the moving days off from work.

1 week before you move:

- Finish off packing if you are managing yourself clearly identifying each box
- Confirm travel arrangements if necessary.
- Carry some extra cash to allow for unforeseen eventualities or to tip people such as milkman, waste collector or to purchase a gift for a neighbour.
- Contact removal company to ensure everything is going as expected. Re-confirm arrival details etc. to ensure there is no misunderstanding on what is expected
- Defrost the freezer. If it is moving with you it will need a couple of days to defrost.
- Plan for payment. Your moving company may require a deposit to carry out your move. Ensure payments have gone out of your accounts for connections at new property etc. If the money has not transferred the task is not complete and this can lead to delays.

Moving day:

- Pack enough cloths and essentials to keep the family going for at least 2-3 days. You may not be in a position to start opening boxes as soon as you arrive at your new home.
- Engage with your movers and identify fragile pieces and make sure they understand your needs and expectations.
- Lock windows, turn off lights, close doors and take a final tour after the movers have gone. Don't make the mistake of setting an alarm unless you have agreed with all parties. An unwarranted alarm activation in a vacant house can be very annoying for those you are leaving behind.
- Take one deep breath and walk out that door and leave behind the memories be they good or bad and it's time to start afresh !!!!