



GETTING READY to move

Thinking of BUYING or SELLING?

To assist you in the organisation of your move, we've developed this checklist of things to do, so it's as trouble-free as possible.

GETTING
READY





PREPARING FOR THE *move*

8-5 WEEKS PRIOR

- Liaise with your mortgage broker regarding finance on next property.
- Liaise with your solicitor - is your sale definite yet?
- Select a firm date for moving.
- Select a carrier or removal company suitable for your needs.
- Keep a list of incoming mail and notify change of address of any subscriptions.
- Advise friends and relatives of your move.
- Prepare an inventory of everything and store it with your valuables.
- Plan how and when to pack your belongings.
- Begin collecting large sturdy cardboard boxes for any items you wish to pack yourself.
- Have a thorough clean-out. Don't forget the garden shed and garage.
- Begin to run down supplies of frozen/perishable foods.
- Check that larger appliances and pieces of furniture will fit in your new home and make a list of anything you will not take. If selling, advertise them for sale.
- Advise your children's school/kindergarten of your impending move and decide, if not already arranged, on a new school/kindergarten.
- Other requirements: _____

4 WEEKS TO GO

- Collect family's dental and medical records, letters of introduction and children's school records.
- Transfer family allowance benefits.
- If renting, advise your current landlord.
- Document chattels inventory and store in a safe place.

3 WEEKS TO GO

- Advise your solicitor, local council, insurance companies, accountant, hire purchase companies, stores where you have accounts, and clubs. See checklist on reverse.
- Start packing and labelling boxes with contents and intended location in your new home.
- Other requirements: _____

2 WEEKS TO GO

- Ask friends and relatives to help on moving day.
- If moving a fair distance, have your car serviced.
- Advise your bank(s), where you have accounts, including credit cards. See checklist on reverse.





THE LAST week

7 DAYS TO GO

- Notify post office regarding re-direction of your mail.
- Arrange electoral roll transfer.
- Advise the tax department.
- Other requirements: _____

6 DAYS TO GO

- Organise final accounts for gas, water and electricity.
- Ensure continuity of these services to your new address.
- Advise motor registry (your licence, motor vehicle registration etc).
- Other requirements: _____

5 DAYS TO GO

- Contact phone company regarding disconnection of your phone and final billing. Confirm new number and date of connection.
- List essential items you will need on moving day.
- Confirm booking with carrier.
- Other requirements: _____

4 DAYS TO GO

- Collect any items outstanding, for example, lay-buys, dry cleaning, shoe repairs etc.
- Return library books.
- Other requirements: _____

3 DAYS TO GO

- Return anything borrowed from neighbours, friends etc.
- Cancel paper and milk deliveries.
- Other requirements: _____

2 DAYS TO GO

- Cancel local arrangements, eg; lawn-mowing.
- Check with manufacturers whether your washing machine and refrigerator motors need bolting down.
- Clean out medicine cabinet.
- Empty rubbish bins.
- Do final clean-out of garage.
- Get rid of inflammable (throw out or give to neighbours). Drain fuel from lawnmower and other machinery.
- Wash and dry any laundry.
- Take down curtains, venetians and other blinds, unless they are to remain.
- Prepare any items requiring dismantling which are being moved, for example, trampolines, garden furniture etc.
- Other requirements: _____

1 DAY TO GO

- Place things you want packed together in separate groups, for example, linen, toiletries etc.
- Make sure gas, electricity and water meters have been read.
- Dismantle TV aerial if taking it.
- Defrost fridge and freezer and remove food. Wash out interior.
- If moving a long distance, have your pet picked up.
- If your car is being transported and it's not needed, have it picked up.
- Other requirements: _____

THE big DAY!

- You should be just about organised**
- Consider carrying with you the essential things you will need when you first arrive.
 - Carry all valuables and important papers with you.
 - Tighten all taps.
 - Turn off water heater and drain it.
 - Check gas, electric switches and lights.
 - Lock all doors and windows.
 - Check nothing has been left behind.



buy & sell FINANCIAL ASSESSMENT

Selling

Property Sale Price	\$ _____
Property Maintenance	\$ _____
Agent's Fee	\$ _____
Solicitor's Fee	\$ _____
Moving Costs	\$ _____
Bank Charges	\$ _____
Disconnections	\$ _____
Miscellaneous	\$ _____
Total Cost of Sale	\$ _____

Buying

Property Purchase	\$ _____
Solicitor's Fee	\$ _____
Building/Council Reports	\$ _____
Maintenance	\$ _____
Connections	\$ _____
Miscellaneous	\$ _____
Total Cost of Buying	\$ _____

Summary

Selling	\$ _____
Buying	\$ _____
Relocation Outlay/Return	\$ _____

PACKING hints

A few weeks before the move, gradually start reducing stockpiles of frozen and tinned goods. These are notorious for spoiling, spilling or simply taking up space and packing time.

Take the time to choose the right packing boxes for the job.

Begin packing a few days before the move. Start in areas such as the dining room or study where items are not in constant use.

Resist packing breakables or liquids such as ornaments, perfumes or sauce bottles, in drawers. Do not overload drawers with linen or clothing as too much weight may damage your furniture.

When packing items from the garden, shed or workshop, don't forget to drain the fuel from heaters, lamps, lawn mowers or outboard motors.

One way of making the task of unpacking much easier - even for children - is to colour code each room. Packed boxes can be marked with their room's colour, as well as a short description of their contents.

Another of the less obvious points to consider in advance of the move, is whether your driveway can take the weight of a fully laden van, or can get in/out of the driveway.

CONTACTS checklist

You may also care to consider notifying the following of the date you are moving and your new address.

UTILITIES

- Gas/Heating
- Electricity
- Telephone
- Local Council
- Post Office

FINANCIAL BUSINESS

- Banks
- Credit Cards
- Building Society
- Credit Union
- Hire Purchase
- Personal Loans
- Leases
- Shares/Investments
- Insurance
- Accountant
- Solicitor/Conveyancer

GOVERNMENT

- Tax Department
- Electoral Roll
- Child Endowment
- Motor Registration
- Drivers Licence

HEALTH

- Doctor
- Dentist
- Optician
- Health Insurance

CLUBS

- Scouts/Ballet etc
- Social or Other
- Auto Club
- Sporting

HOME SERVICES

- Cleaning
- Gardening
- Lawn Mowing
- Alarm Monitoring
- Rubbish Collection
- News Agency

EDUCATION

- Schools
- Library/Magazines

PERSONAL

- Neighbours
- Relatives
- Friends
- Work
- Churches