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## MOVING CHECK LIST

### 4 WEEKS BEFORE MOVING, OR ON EXCHANGE OF CONTRACTS (IF LATER)

- Complete a change of address form with the Post Office for each person receiving mail at your home.
- Notify creditors, magazines, and book and record clubs of your new address.
- Contact doctors and dentists for your family's medical records. Ask your physicians for colleague recommendations in your new town or city. Get copies of renewable prescriptions.
- Decide which items should be discarded or donated to charity. (Consider having a garage or car boot sale.)
- Complete a home inventory listing each significant possession, date purchased and value.
- Notify your local utilities to have your service turned off after your departure and meters read.
- Contact utilities at your new home for connections.
- Notify your children's schools, your church, clubs and any other organisations of your impending move.

### 3 WEEKS BEFORE MOVING

- Decide which items you will pack, and request delivery of packing materials from your removal company
- Sketch out the floor plan of your new home to determine placement of furnishings.
- Make a list of names, addresses and numbers you will need or want to remember.
- Pack your local phone book and Yellow Pages so you can contact businesses after your move.
- Notify removal company if you have changed anything about your move; household goods, destination, dates of the move, etc.
- Make arrangements to move your plants and pets.
- Transfer contents of any safety deposit box.
- Check home owners insurance policies to see if moving is covered.
- Transfer insurance to cover fire, theft and personal property at your new home.

### 2 WEEKS BEFORE MOVING

- Plan your trip to your new destination. (Make travel accommodations, and if driving, have your car serviced.)
- Return borrowed things, and collect things you've loaned.
- Make arrangements for servicing your appliances both at your current home and your new home.
- Dispose of flammables such as petrol, matches, barbeque gas, cleaning fluids, bleach, pressurised or aerosol cans.
- Discontinue regular services such as newspaper, window cleaning, etc.
- If moving your TV antenna or satellite dish, make arrangements to have it taken down.

### 1 WEEK BEFORE MOVING

- Transfer balance of monies required to complete to Harland Turnbull & Roberts.
- Make arrangements to discontinue your local telephone service. (Your local telephone company can help you establish phone service at your new home.)
- Determine which items you're taking with you. If doing your own packing, pack these items and set aside in a designated area.
- Have rugs and curtains cleaned. (Keep in protective bags.)
- Use up your frozen food supply or give it away.
- Drain the fuel from lawnmowers and other power equipment.

### 1 DAY BEFORE MOVING

- Pack a box of things you'll need as soon as you arrive at your new home. (This might include non-aerosol cleaning supplies, disposable plates and cups, light disposable plates and cups, light tools, snacks, bathroom items and bin bags.) Take this box with you or have the driver load it last and unload first.
- This is usually the day packing is done. Make sure all packing services have been performed before you sign for them.
- Defrost, thoroughly clean and dry refrigerator.

### MOVING DAY

- Be on hand when the removal company driver arrives and throughout the loading process. (If you can't be there, make sure someone can to direct the movers. Make sure the driver has in writing the name and phone number of that person.)
- Accompany the driver during inventory. Check on the condition of your goods as they are loaded.
- Make a final tour of your home. See that nothing is overlooked.
- Lock all windows and doors, and turn off all switches.
- Leave contact name and address for buyers in case anything has been forgotten.
- Leave keys, as pre-arranged with buyers.



### CHECKLIST OF COMPANIES AND PEOPLE TO BE NOTIFIED

Post Office  
Doctors  
Dentist  
Vet  
Pharmacy  
Schools  
Will Depository/Storage Company  
Insurance Companies  
Banks and Financial Institutions  
Current Account  
Savings  
Loans  
Other  
Magazines  
Book Club  
Record Club  
Travel/Auto Club  
D.V.L.A.  
Creditors  
Gas  
Electricity  
Water  
Telephone  
Newspapers  
SKY or Cable Company  
Internet Service Provider

