



# MOVING GUIDE CHECKLIST

## 6 WEEKS BEFORE YOUR BIG MOVE

- Book Kyle Bay Removals for an in-house quotation
- Learn about YOUR Insurance options - talk to us!
- Create a floor plan of your new home and plan the placement of furniture.
- Look at your present furniture and arrange to sell (garage sale) items that will not be required in your new house.
- Plan your packing - include your requirements us and your own packing.
- Organise the delivery of boxes from Kyle Bay Removals so you can pack yourself.
- Organise proper equipment such as tape, labels, marking pens, etc.

## 2 WEEKS BEFORE YOUR BIG MOVE

- Check the garden, garage, and shed
- Check under the house
- Hold a garage sale.
- Use up all frozen foods in the freezer unless you are moving locally.
- Dispose of garden chemicals, paints, fuel and other.
- Burn off the gas from the BBQ's.



# MOVING GUIDE CHECKLIST

- Make arrangements to have pets looked after for at least 2 days before you move. If you are moving interstate, book a Pet Transporter through Kyle Bay Removals. Make sure your pets have all been vaccinated before moving.
- Arrange school, day care etc, transfers.
- Contact family, friends, and businesses regarding your change of address. Check the list of essential contacts and begin to work through these to change your address.
- Label every carton by room identification. Keep a separate list of the contents for your own reference.
- START PACKING THIS WEEK IF YOU ARE DOING IT YOURSELF!**
- If you are driving your car any distance to the new address, have the vehicle checked.
- Dismantle furniture if needed. Put all bolts and screws and other small attachments to make up this furniture into a small self-sealing bag and tape to the base of the item, or label clearly and place in one box that will contain all items of this kind.
- Arrange telephone, electricity, gas and water supplies for your new home.

## **1 WEEK BEFORE YOUR BIG MOVE**

- Arrange with the Post Office to have all your mail redirected.
- Cancel newspaper and any other deliveries being made to your present home.
- Make a list of things to do on Moving Day.



## MOVING GUIDE CHECKLIST

- Collect dry cleaning.
- Do the laundry, fold, and pack.
- Dispose of remaining chemicals. Flammables and garbage. Do not tip poisons down the drain.
- Make sure that all jars, bottles and cans containing non-flammable liquids are tightly sealed and packed in waterproof containers or plastic bags.
- If you are keeping blinds or curtains, take these down now and pack them.
- Collect any articles that are being repaired or have been loaned out.
- Return items that you have borrowed including library books and videos.
- Dispose of any items that did not sell at the garage sale.
- Conclude your packing. Make sure all items are on your inventory, and each box is numbered and matches your inventory.

### 1 DAY BEFORE YOUR BIG MOVE

- If you are having things professionally packed, this will happen today as per your instructions.
- Separate any items you have packed and will be taking with you, from those to be packed, and place in an area from which they will not be collected, such as your car if you are driving. This includes all jewellery, handbags, cameras, documents, etc



## MOVING GUIDE CHECKLIST

- Reconfirm travel arrangements for the vehicles and care for your pets. Your pets may be becoming anxious when they see all the upheaval. Ensure they are enclosed at all times, so they do not disappear and cause unnecessary grief.
- If battery powered items are going into store, or interstate, remove all batteries.
- If you are taking special light fittings with you that need to be disconnected by an electrician, organise this now.
- If you have not drained the fuel from your lawn mower, or emptied other containers, do so now.
- Establish cut off or final reading dates for electricity, water, phone, and gas.
- Collect any articles that are being repaired or have been loaned out.
- Return items that you have borrowed including library books and videos.
- Dispose of any items that did not sell at the garage sale.
- If needed, make special arrangements for parking or access for the removalist, to your home.

### 2 DAYS BEFORE YOUR BIG MOVE

- Arrange the necessary finances for payments on moving day.
- If travelling by car, any distance, check oil, water, tyres etc.
- Pack luggage or those things you will need immediately after moving.



## MOVING GUIDE CHECKLIST

- Keep all your valuables such as coin collections, jewellery in your own luggage.
- Wash and dry all dishes ready for packing.
- Dispose of food items that are open and will go off if not unpacked within 2 days.
- Defrost and clean out your fridge and freezer. Wiping the inside surface with vanilla essence will prevent any build-up of mildew or nasty smells. Check with the manufacturer whether the fridge motor needs to be specially secured.
- Clean out your medicine cabinet and properly dispose of unwanted drugs.
- Check all your drawers and remove items that are heavy, breakable or hold liquid.
- Prepare your washing machine according to the manufacturer's specifications.
- Leave your forwarding address and contact number for the new owners/occupants of your house.
- If the house will be vacant for a while, notify the police and neighbours.



# MOVING GUIDE CHECKLIST

## MOVING DAY!

- When the removalist arrives, make sure they know where they can park their vehicles.
- If you cannot be there, you will need to appoint an agent to act on your behalf.
- Walk around the house with the removalist to show them exactly what you want done. show them what you will want as soon as you arrive at the new house. They can pack these items last.
- Pack yourself a survival kit with toiletries, tea, coffee, milk and other drinks, personal items, first aid kit, spare clothing, tea towels and other dish cleaning equipment.
- If you still have pets at home, make sure they are confined and keep children out of the removalist's way.
- Place all items that are being transported by yourself securely in your car boot out of sight, locking all doors and keeping your keys in your pocket. If renting, keep keys in the car ready to be delivered to the agent as you leave. If your car is being transported, make other secure arrangements.
- Make a final check in all sheds and the garden area.
- Before the removalist leaves, walk around and check all areas. If moving interstate or your goods are going to storage, check and then sign the inventory.
- Turn off the power to the house, tighten all taps, make sure the gas and all electrical switches are switched off.
- Lock all doors and windows.



## MOVING GUIDE CHECKLIST

### SETTLING IN YOUR NEW HOME...

- If renting, conduct a walk through before delivering furniture, documenting the state of the house.
- Have the removalists place heavy furniture in the room and position you want it. It may be difficult to rearrange heavy items once they have gone.
- If your goods are coming from storage, interstate or overseas, check the inventory carefully and sign off on it once satisfied all items on the list are accounted for.
- Locate all keys to your new house.
- If you are concerned about security, arrange to have all the locks changed.
- Check that the gas, power and telephone are connected.
- Turn on the hot water system.
- Ensure your pets will be safe while settling in.
- When appropriate, speak with your immediate neighbours.