



P: 1800 643 482 W: www.giffen.com.au M: 0412 785 231

Moving Checklist

Moving house is a busy time. Use our comprehensive moving checklist below to ensure you have a smooth move with minimal hiccups!

As soon as possible

1. Decide on a move date
2. Book a removalist Ph 1800 643 482 or book online www.giffen.com.au
3. If you are renting, notify your landlord in writing of your intention to vacate the premises and advise your moving schedule. Arrange for a property inspection to recoup the bond.
4. Organise storage if required Ph 1800 643 482 or book online www.giffen.com.au
5. Arrange interim accommodation if needed

Four weeks to go

1. Organise removalist insurance Ph 1300 880 253 or check on line www.removalsinsurance.com.au
2. Think about the floor plan of the place you're moving to and start allocating your furniture
3. Create an inventory list of items you want to move. Separate moving items into categories, such as moving, storage, bin, giveaway, and garage sale
4. Back up the files on your computer hard drive
5. Review your finances to ensure enough funds are allocated for the move
6. Moving to a new city or state?
7. Research for information you will need, like the location of the closest supermarket, hospital, petrol station, schools and child care facilities
8. Pick up your family's dental, school, vet and medical records
9. Make your travel arrangements — plan your route, stops, and accommodation.
10. Redirect your mail and change your address
11. Arrange Australia Post [Mail Redirection](#) to redirect your mail to your new address
12. Advise organisations of your change of address with the online [Address Notification service](#) which is free when using Australia Post's Mail Redirection service



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Three weeks to go

1. Decide on a move date
2. Purchase packaging materials including tape, white packing paper boxes, labels, and a permanent marker **Phone order 1800 643 482** or shop online www.giffen.com.au
3. Begin packing rarely used items, such as those stored in your garage or shed
4. Create an inventory list for each box while you're packing. Attach it as you pack. Make a copy for every box.
5. For unwanted items, consider a charity or garage sale
6. Arrange a rubbish removal service or skip if required
7. Disassemble outdoor items such as a swing set or cubby house, placing bolts, brackets and screws in a labeled, sealed plastic seal bag
8. If necessary, open new bank accounts and other required services such as post office boxes
9. Service your car, lawnmower, and other mechanical assets. Drain oil to avoid leakage
10. Start to use up all food in your freezer to prevent wasting it when you move
11. Make a list of items you need for the moving day, so that you don't pack Something essential
12. Get any critical repairs done to the house or unit

Two weeks to go

1. Contact your new council or ask your new neighbours about practical things like rubbish collection days
2. Notify your friends and family of your move and new address details Return videos, DVDs, and library books
3. Hold your garage sale
4. Arrange for the disconnection and reconnection of electricity, gas, telephone, internet, pay TV and water
5. Cancel newspapers, cleaning, gardening, pet grooming and other local services
6. Review your home and contents and car insurance
7. Book professional cleaners if necessary
8. If renting, arrange for carpet cleaners to come in after you have moved your furniture
9. If in a multi-story building, remember to book the elevator to use on the move day
10. Organise house settlement times and changeover of keys



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One week to go

1. Finalise all the packing
2. Make plans for spending your last night at your old address: how you will say your last goodbyes?
3. Collect your spare keys and give them to the real estate agent or new tenant.
4. Make sure meals are prepared for moving day and the day after
5. Put together a 'move day' kit which should include anything you need easy access to, such as keys, any prescription medicines, cheque book, tools, basic first aid kit, ID, personal phone book, toiletries, extra clothing etc
6. Pack another box with kitchen essentials for the move day such as a kettle, cutlery, mugs, tea, coffee and snacks
7. Defrost and clean your fridge and freezer the day before you move

One the day

1. Turn off all services, including the mains switch and taps
2. Take some time to walk around for one final check
3. Give your pet a familiar toy during the move to reduce stress
4. Remove the electric garage door opener from the car
5. Check that all doors and windows are securely locked as you leave your old house
6. Be sure to keep your valuables, personal effects and important papers with you, so they don't go astray
7. If all loose items are packed and the floors are clear your removalists can work much more efficiently
8. Turn off the power and water and note the final readings
9. Start unpacking when you arrive at your new home
10. Check the back of the truck before the removalist leave
11. Unpack bedding and make up beds as soon as possible - you'll be thankful at the end of a tiring day
12. Ensure all utilities and appliances are working at your new home
13. Return used packing boxes to the removalist
14. Hold a house warming party and relax, welcome to your new home!