

MOVERS NOT SHAKERS

CALOUNDRA VAN LINES

07 5491 3444

MOVERS WITH MANNERS

Moving House Checklist



www.cvlinterstateremovalists.com.au

Moving House Checklist



Keep calm and keep moving!

With a great deal to consider and lots to do during the week of your move we are here to take the stress out of the moving process. The key to keeping it simple is to break it down into easy steps. We've listed things you need to think about. Check them off as you go!



4-6 weeks before moving day

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Book your removal company. Ask questions. Check references. |
| <input type="checkbox"/> | Establish your budget, obtain a written quotation and establish moving transit insurance. |
| <input type="checkbox"/> | Create a "Moving Folder" to keep track of all your quotes, receipts and other important information. |
| <input type="checkbox"/> | Gather personal and family records including medical and dental, veterinary and school records, legal and financial documents, birth certificates, passports and insurance documents. |
| <input type="checkbox"/> | Organise Contents and Household Insurance for your new home |
| <input type="checkbox"/> | Confirm with Agents new key collection time and settlement date as this will determine your moving day. |
| <input type="checkbox"/> | If currently leasing, arrange a property inspection and book cleaners |
| <input type="checkbox"/> | Transfer and set up utilities at your new address. |
| <input type="checkbox"/> | Notify Electoral Office of your new address. Also Drivers Licence and Car Registration. |
| <input type="checkbox"/> | File a change of address with Australia Post. |
| <input type="checkbox"/> | Arrange to have your mail held or redirected to your new address |
| <input type="checkbox"/> | Make a list of friends, relatives and businesses to notify of your move. |
| <input type="checkbox"/> | Review home and contents/car insurance |
| <input type="checkbox"/> | Complete a floor plan of your new home for furniture placement. |
| <input type="checkbox"/> | Measure the spaces to ensure your furniture will fit. Will large items fit through doors? |
| <input type="checkbox"/> | Prepare an inventory of everything you own, noting any scratches or dents. |
| <input type="checkbox"/> | Research storage facilities if needed. |
| <input type="checkbox"/> | Dispose of everything that you don't need. Hold a garage sale or sell online via eBay or Gumtree. |
| <input type="checkbox"/> | Donate leftover unwanted items to charities. |
| <input type="checkbox"/> | Use up all opened packets and dispose of goods past their use-by date. |
| <input type="checkbox"/> | Start to use up all food in the freezer. |

ABN: 86 128 098 028

M: 0407 630 234 P: 07 5491 3444 E: jason@caloundravanlines.com.au

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2-3 weeks before moving day

- ☐ Contact all relevant authorities to notify and update details of your new address.
- ☐ Arrange transfer of bank accounts and utilities - internet, telephone, gas, electricity connections.
- ☐ Arrange time off work on moving day.
- ☐ Organise for family and friends to mind the children & pets on moving day.
- ☐ Book a locksmith to change the keys on moving day at your new home.
- ☐ Sort through the garage, garden shed and check under the house.
- ☐ Arrange removal of boats, trailers, caravans.
- ☐ Drain the lawnmower of fuel and oil.
- ☐ Gas cylinders and air bottles should be empty with valves open.
- ☐ Dispose of all flammable liquids. (Chemicals, paint, cleaning fluids, bleach, fuel, aerosols etc.)
- ☐ Disassemble outdoor items, childrens' play equipment such as swings, slides & trampolines.
- ☐ Arrange final readings of gas and electricity meters.



1 week before moving day

- ☐ Draw up your plan of each room in your new home with furniture placement for your removalist.
- ☐ Pack a suitcase with clothing, personal and other ESSENTIAL items
- ☐ Set aside bed linens, towels to be used on the first night of moving day
- ☐ Confirm child and pet care arrangements for moving day.
- ☐ Confirm that your removalist has contact numbers, new address and clear detailed instructions.
- ☐ Arrange access and parking for the removalist's truck
- ☐
- ☐
- ☐

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1 day before moving day

- ☐ Empty, defrost and clean your refrigerator and freezer at least 24 hours before moving day.
- ☐ Use the empty space to store household items.
- ☐ Unplug and tie up appliance cords. Prepare appliances for travel.
- ☐ Assemble a SURVIVAL pack: credit cards, ID , keys, phone charger, toiletries, paper plates and cups, bottled water, first aid kit etc.
- ☐ Check every room, cabinet, cupboard and garage.
- ☐ Leave out essential items for that evening and the following day.



Moving day

- ☐ Check every room, cabinet, cupboard and garage one last time
- ☐ Check off all items as they go into the moving van
- ☐ Have "ESSENTIALS" and "SURVIVAL" on hand and label these boxes "load last."



Delivery day

- ☐ Give your Removalist clear directions as to furniture placement.
- ☐ Check all utilities are connected, hot water service on
- ☐ Check off all items as they come off the moving van.
- ☐ If move is from storage, interstate or overseas, check and sign the Inventory
- ☐ At completion of unloading, check all is to your satisfaction.
- ☐ Notify removalist company immediately if anything is missing

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*"They say moving house is one of the
most stressful things you'll ever do.
We aim to change all that."*



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