



Prepare Your Move Checklist.

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Preparing for your moving day checklist

A complete moving checklist to keep you on track

Your move might still be a few months away, but you do not want to leave it all to the last minute. Now is the time to start getting organised, making the big decisions, and choosing the services you need to help you along the way.

2 months to go: Time to get prepared

Book your removalists – and if travelling interstate, your flights. Do your research to ensure you choose the right removals company. Find out what services are offered, which services you'll definitely need, and which ones may really help you avoid stress at moving time.

Price is important, but do not let it be your only consideration – a cheap move could cost you if it is not done professionally by movers who treat you and your treasures with respect.

Take stock – go through your belongings and dispose of anything you will not be taking

- ✓ Donate to op shops, charities
- ✓ Give away to friends, family or colleagues
- ✓ Sell major appliances and furniture which you do not need
- ✓ What do you need to throw away or recycle?

Kitchen cleanup time!

- ✓ Stop buying long-term perishables
- ✓ Start using up open packets and items in your freezer
- ✓ Throw away anything past its expiry date

Start keeping track of incoming mail so you can notify the senders of your change of address

Start looking for a new school or pre-school. If you have kids in school, do some research into the schools in your new area and start thinking about which schools you would like them to transfer to.

1 month to go: Get down to details

Give notice to your landlord if you're renting

Notify all your important contacts about the move. This might include your solicitor, accountant, local council and insurance company.

Maintain a file of all your important documents. Chances are you will have a bit of paperwork to do. Make sure you have all the information you will need to complete it.

If you can, **measure the space in your new home** to make sure your furniture will fit.

Return any library books or anything you've borrowed from friends.

Prepare to pack. If you're packing yourself, buy cartons and packing material. Make sure you choose the right cartons for the right jobs. You will need a range of packing materials including:

- ✓ Heavy duty plastic wrap for securing moveable parts
- ✓ Sturdy cardboard moving boxes in a range of sizes
- ✓ Bubble wrap for keeping fragile items padded
- ✓ Packing foam for crushable items.

Imagine getting all of the packing material mentioned above for free... Well you can, simply go to **www.swiftdeliveryandremovals.com** and order your free packing kit now.

Make note of any precious, special or fragile belongings that may need special treatment during the move.

- ✓ Find the moving instructions for your fridge and washing machine
- ✓ Do you have any collections or fine china, crystal or antiques?
- ✓ Any large furniture – a piano, a pool table?

Discuss your needs with your removalists. They should be able to provide solutions to most of your needs. We supply a huge range of specialised packing boxes and materials free of charge. We will deliver packing boxes for free and can do your own packing, or arrange for Swift Delivery & Removals expert removal team to take care of the wrapping and packing for you.

1-2 Weeks to go: Are you ready?

With only a couple of weeks until moving day, it's really getting down to crunch time. Stay organised and on track – here is our moving house checklist with some of the important steps you will need to take at this point.

- ✓ Organise family or friends to mind your kids or pets on moving day
- ✓ **Notify utility services** and arrange connection/disconnection of your phone line, gas, electricity and water
- ✓ **Get your mail redirected** through your local Post Office
- ✓ **Change your address** on the licence and registration of your vehicles
- ✓ **Get your car checked** if you will be driving it a long way
- ✓ **Notify the bank and tax office** of your change of address
- ✓ **Cancel your subscriptions and deliveries** – newspaper, groceries, etc.
- ✓ **Cancel any domestic services** – gardening, mowing, cleaning and so on
- ✓ **Draw up a layout plan of your new home**, indicating where you want all your furniture to be placed. This is a useful tool and can be given to your removalists
- ✓ **Clean out your garage or garden shed**
 - Drain your lawn mower and remove batteries from battery-powered items
 - Safely dispose of any flammable items
- ✓ **Start preparing some essentials for moving day.** Set aside bedding and towels to be used on the first day after the move.

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2 Days to go: What's left?

It's not long now until you make your big move. Now's the time to make sure you're prepared for anything that gets thrown at you over the next couple of days. Check and finalise all the arrangements you've made, and make sure you have the essentials close at hand.

Use our moving checklist to remind you of anything you might forget in the excitement!

- ✓ **Start packing** – or if your removalist is doing the packing for you, organise your belongings and make sure everything is where it should be. It is a good idea to write an inventory list and keep track of which items will be packed together.
- ✓ **Put together a Survival Kit** for all those vital things you will need immediately after the move, and make a list of what will go in it. Include:
 - Essential medications and first aid kit
 - Pet essentials like food, leashes and bowls
 - Your kids' favourite toys
 - Snacks and basics
 - Toiletries
 - Pyjamas, school uniforms and work clothes
- ✓ **Return and collect** – pick up your dry cleaning and return any videos or items you've borrowed.
- ✓ **Organise parking and access for the removals vans**
- ✓ Use up the last of the food in your fridge!
- ✓ If you've asked a friend or family member to mind your kids or pets on moving day, check with them and make sure they've prepared.

If anything is missing, do not panic! Your removalists should be your first port of call at this point, and they will be doing everything they can to keep your move on track.

Good removalists are also moving experts. If there's anything you've forgotten, they can advise you on how to take care of it as quickly as possible to avoid stress.

1 Day to go: Keep calm and defrost your freezer

With just one day to go before moving house, the best thing you can do is stay calm! There should only be a few things to take care of by now, so just focus on those and do not second-guess yourself.

- ✓ **Clean and defrost your fridge and freezer**
- ✓ **Get everything packed** – if your removalists will be doing the packing, make sure everything is ready and give them clear instructions.
- ✓ **Make sure your removalist has all the correct information** – addresses, contact phone numbers and which services are required.
- ✓ Make sure your gas, electricity and water meters have been read before disconnection
- ✓ **Make an inventory** list of all the boxes that are being taken to your new home
- ✓ Remember not to pack all those essentials you will need on moving day!

Moving day is here!

It's time to start your next big adventure! Use our moving checklist to keep you organised on the day of the move:

Before you leave your old house:

- ✓ **Get everything loaded into the moving van**
- ✓ **Do one last complete clean of the house**
- ✓ **Check and make sure:**
 - No belongings have been forgotten during packing
 - All taps and switches are turned off, including your gas and power
 - All utilities have been disconnected
 - All doors and windows are locked when you leave
- ✓ **Keep these close at hand:**
 - Your Survival Kit (Medications, toiletries, etc.)
 - Your inventory list
 - Your furniture layout plan for the new house
- ✓ If you were renting, **return the keys** to your agent

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- ✓ If any of your belongings are going into storage or interstate, make sure to **check the inventory carefully** before signing it.

And finally, at your new home:

- ✓ **Direct your removalists** from your house's entry point
- ✓ **Make sure all your utilities are connected**
- ✓ **Make sure you have all keys and instructions** you need for your new residence
- ✓ If you're renting your new home, **fill out a condition report** of the property and furnishings for your agent
- ✓ **Complete a final check** of your new home before your removalists leave. Go through your inventory list and make sure everything is where it should be
- ✓ **Stand your fridge upright** in its new position for 2-3 hours before plugging it in (this allows the fluid time to settle)
- ✓ **Contact your local council** to get information about garbage collection and register your pets
- ✓ **Meet your new neighbours**
- ✓ **Thank the friends and family who helped you during your move!**

Once you arrive at your new home, there'll be mountains of unpacking and cleaning to do, when all you want to do is get settled in. If you're moving with Swift Delivery & Removals, you might like to take advantage of our range of valet services to cut out some of the stress. We offer:

- Valet unpacking
- General house cleaning (at your new home as well as your old one)
- Vacuuming and steam cleaning
- Re-installation of appliances and electronics
- Collect your empty used boxes