

# Moving Checklist Sheet



**Strictly Confidential**



This checklist is designed to help make your move easier. The main thing is to RELAX, it will be *alright* in the end. Tick off things when they are done or put a date on them and **diarize** for later. Some things are required by law, others are simply helpful to you and considerate for others. **Call if you have any questions... and KEEP SMILING ANYWAY!**

## FINANCIAL/ LEGAL/ SERVICES (Notify in writing)

- Banks
- Building Societies
- Credit Unions
- Credit/ Debit Cards
- Charge Account Cards
- Executor of Your Estate/ Will/s
- Finance Companies
- Hire Purchase/ Leases/ Loans
- Lawyer/ Solicitor
- Other Creditors
- Schools: ask for records to transfer
  - Child Care/ Family Day Care
  - Pre School/ Child Parent Centre
  - Kindy/ Junior Primary/ Primary
  - Secondary/ TAFE/ Tertiary

## GOVERNMENT/ PUBLIC OFFICE

- Boat/ Fishing Licence
- Centrelink/ Veteran Affairs
- Council \*\*
- Dog Registration
- Drivers Licence
- Electoral/ Voting Roll transfer [www.aec.gov.au](http://www.aec.gov.au)
- Family Assistance Office
- Library Services
- Motor Registration Car/Boat/Caravan//M/cycle
- Pistol or Gun Licences
- Social Security/ Pension
- Taxation Office/ Land Tax/ Revenue SA

## INSURANCE

- Check about insurance for the move
- Accident
- Fire
- Health
- Home
- Hospital
- Life Assurance/ Superannuation
- Medical/ Medicare etc
- Property/ Investments/ Contents
- Vehicles/ Car/ Boat/ Caravan

## MISCELLANEOUS

Add other items to rear of sheet.

**Move In Box: coffee/ tea/ milk/ sugar, cups, plates, cutlery, can opener, kettle & cord, matches, toilet paper, biscuits, esky, drinks, bread, butter, garbage bags, torch, aspirin, band-aids, box-cutter knife, tape measure, kids toys & books, tea towel, markers, other essentials such as basic tools and Cleaning stuff etc. in handy box for easy access.**

## HOUSE & HOME/ UTILITIES

- Bread/ Baker Cancel/ Order
- Chargers for Mobile Phone/ Laptop
- Cleaner/ Ironing Person
- Consider Expert Packer/ Cleaner
- Electricity Cancel/ Connect
- Fuel/ Heat/ Oil Cancel/ Connect
- Gardener/ Lawn/ Maint' Service
- Gas/ Bottles Cancel/ Connect
- Internet/ ISP Cancel/ Connect
- Milk Supplies Cancel/ Order
- Nappy Service
- Newsagent/ Paper Cancel/ Order
- Other: Soft Drinks/ Meals
- Pay TV/ Foxtel Cancel/ Connect
- Pest Control Cancel/ Order
- SA Water \*\* Cancel/ Connect
- Security Alarms/ Services
- Sell or Donate Rarely used items
- Telephone/ Mobile/ Fax Cancel/ Connect

**\*\* These items are usually arranged by your conveyancer on Sold Properties only.**

## PROFESSIONAL SERVICES

- Accountant/ Financial Advisor
- Ambulance Service
- Chemist & Prescriptions/ Dentists
- Doctors/ Specialists
- Optician/ Optometrist/ Podiatrist
- Vet/ Pet Care& Immunizations

## PERSONAL/ SOCIAL

- Employers/ Work
- Employees/ Work
- Anything 'Borrowed' or 'Lent out'
- Anything being 'Repaired'
- Anything on 'Lay-by' or 'On terms'
- Cemetery Ongoing Memorial Fees
- CFS
- Children's activities: Scouts/ Cubs Guides/ Dance/ Ballet/ Sports etc
- Church, Charities
- Consulate/ Immigration
- Department/ Retail Store/ Accounts
- Dry Cleaning/ Shoe Repair
- Family/ Friends: Local/ Overseas
- Funeral Plan
- Hairdresser

- Health Funds
- Home Assist/ Comm' Support/ Dom Care
- Hospital (If out-patient)
- Laundry Service
- Loyalty Cards/ Membership/ Video/ DVD
- Membership Lodges/ Benefits/ Societies
- Neighbours
- RAA/ Car Clubs/ Mechanic
- Regular Correspondence
- Shares/ Stocks/ Investments/ Stockbroker
- Social Clubs
- Sporting/ Health Clubs/ Players/ Members
- Subscriptions: Monthly/ Catalogues/ Magazines/ Publications
- Unions
- \_\_\_\_\_
- \_\_\_\_\_

## OTHER

- Ask about our \*Moving with Kids/ Pets booklets
- Ask us about Storage/ Removalist.
- Arrange Hand-over/ Collecting Keys with us
- Make a list and notify all your family and friends about the great service you received...

**We LOVE referrals...**

- Get **LOTS of Boxes:** Label Them or Colour-Code them on Top & Sides a) Contents b) Which room they go in.
- Keep Valuables, Jewellery, Money, Passports, Travel Tickets and Legal Documents Separate & Secure
- Hold a **GARAGE SALE**. Call us and Book your complimentary-loan 'Garage Sale' signs.
- Donate unwanted items to Salvos' or Charities, Animal Welfare can use old blankets, towels, sheets etc
- Notify Post Office for re-direction of mail. Australia Post has a useful website [www.MovingServices.com.au](http://www.MovingServices.com.au)
- Take bottles/ cans to re-cycling for a refund.
- Check places like gas/ elec meter, cellar, attic, ceiling spaces, hidey holes for anything previously hidden or stored away
- Please TELL US if we Missed anything and we'll gladly add it when we update this list.

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Please, Phone/ Fax/ Post/ SMS/ Email ANY  
Additional Ideas to SHARE with Others. *Thanks*

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*Clients for Generations*

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