

THINGS TO DO CHECKLIST

TWO WEEKS BEFORE MOVE

RENTING	Advise landlord or agent two weeks, at the very minimum
SCHOOL	Advise school and collect records
GOVERNMENT AGENCIES	Notify them of your new address and date of move
DOCTOR / DENTIST	Inform of your move and request transfer of records
BUSINESSES	Let them know of your new address
FRIENDS	Give them your new address
FOOD	Consume frozen and perishable foods
SERVICE PROVIDERS	Arrange to disconnect and connect your essential services, gas, water, phone and electricity.
LOCAL SERVICES	Cancel or change local services such as lawn mowing services, newspaper deliveries
POST	Arrange for mail redirection with Australia Post (offered free for the first 6 months)
DELIVERIES	Transfer all home deliveries to new address
BANK / CREDIT CARDS	Transfer bank accounts and notify of new address
CLEAN-OUT	Have a final clean-out of all cupboards and dispose of out-of-date materials from under the kitchen sink, garage, laundry, dispose of any flammable items
MACHINERY	Drain fuel from your lawnmower and other machines and purge your gas bottles.
HOUSE CLEANING	contact Jaguar Removals to arrange cleaning of existing premises and of items remaining behind. Make sure to collect all instruction booklets for fridge and other items you are taking with you
REPAIRS	make any necessary repairs to existing property
KEYS	Collect all keys from and spares for old address
TRAVEL FOOD	Keep a few things out for the children for the day of the move
PACKING	Secure electrical items and make sure safe to move

MOVE DAY

ESSENTIALS	Place all suitcases and essential items you need in one place so they are not loaded in the removal truck
VALUABLES	Set aside and carry them and any other important papers with You
CHILDREN	Ensure they are safe and out of harm's way
FINAL CHECK	See that the gas meter, the electricity at the switchboard and water are all switched off. See that all doors and windows are locked before you drive off.