

## Moving Checklist

### Two Months Before Moving

- Sort through your belongings to reduce the number of things you move.
- Have a jumble sale or donate items you no longer need to charity.
- MAKE A FULL FURNITURE INVENTORY FOR ACCURATE QUOTES & PERSONAL RECORDS.
- ESTABLISH & ADVISE REMOVAL COMPANY OF ACCESS DIFFICULTY, ie stairs, steep driveway, elevators, narrow driveway etc...
- Book with AAA COASTAL REMOVALS to lock in your move.
- Gather packing supplies: boxes, packing material, tape, felt markers, and scissors.
- If you're moving a long distance, make travel arrangements with the airline, hotel, and car hire agency. If you're driving to your new home, get maps and plan your travel route.
- Place your legal, medical, financial, and insurance records in a safe and accessible place.
- AAA COASTAL REMOVALS have major risk transit insurance which is included in all our quotes
- Advise your home & contents insurer of transit - ask about your coverage
- If no home&contents insurance, purchase comprehensive breakages & damages insurance from ASSOCIATED MARINE INSURERS [www.associatedmarine.com.au](http://www.associatedmarine.com.au) for online quote.
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### One Month Before Moving

- Start packing items that aren't regularly used such as off-season clothes and decorations and items in storage areas (garage, attic, and closets).
- Make travel arrangements for your pets.
- If you're driving, get your car tuned up.
- Get medical records from your doctors, dentist, optometrist, and veterinarian.
- Send items (rugs, drapes, clothing, quilts, bedding) to the cleaners.
- Back up important computer files
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### Two Weeks Before Moving

- Contact your utility companies (gas, electric, water, pay tv, council, and phone, internet)
- Sign up for services at your new address.
- Contact your long distance phone company and notify them of your move.
- Call friends and family and recruit help for the moving day if necessary.
- Confirm your travel reservations.
- Arrange to close or transfer your bank account, if appropriate. Pick up items from safety deposit box.

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### One Week Before Moving

- Pick up items from the cleaners, repair shops, or friends.
- Pack a survival kit of clothes, medicines, special foods, and so on to carry you through the day after arrival in your new home.
- Finish packing all boxes minus what you'll need in the final week.
- Inform the post office of your upcoming move.
- Do not water plants that are being moved, to avoid damage to other furniture,
- Send change-of-address cards with your new address and phone number to:
  - Friends and family
  - Banks, insurance companies, credit card companies, and other financial institutions
  - Magazines and newspapers
  - Doctors, lawyer, accountant, realtor, and other service providers
  - State and federal tax authorities and any other government agencies as needed
  - Workplace, schools, and alma maters
  - Voter registration office and motor vehicle bureau
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### The Day Before

- Set aside moving materials, such as tape measure, pocket knife, and rope.
- Pad corners and stairways of house.
- Lay down old sheets in the entry and hallways to protect floor coverings.
- Remove hanging fixtures.
- If you're driving, check oil and gas in your car.
- If you're travelling, make sure you have tickets, charge cards, and other essentials.
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### Moving Day

#### Carry with you:

- The keys to your new home.
- Map of new town and directions to your house.
- The telephone number of your head removalist & AAA COASTAL REMOVALS (07)54741702
- Cash or checks.
- Documentation related to the sale of your home.
- Your insurance policies and agent's phone number.
- Your current address book or personal planner.
- Prescription and non-prescription medicines.
- Any important personal records and documents.
- Any items of great personal value to you that are virtually irreplaceable (for example, a photo album).
- Back-up copies of important computer files.
- Sheets and towels for the first night in your new home.
- Personal hygiene items (for example, toothpaste, soap, razor)

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### Arrival Day

- Be ready to show movers where to place furniture and boxes.
- Check inventory to ensure that everything was delivered before signing delivery papers.
- Unpack any valuable items, such as silver, art, and jewellery, upon arrival.
- Have an inventory list and a floor plan so you know where furniture is going to go
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### After the Move

- Walk and drive around your neighbourhood and community to orient yourself and your family.
- Get new driver's licenses, library cards, voter registration cards, and bus passes.
- Enrol children in school.
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