

Your comprehensive Pre-Removal Checklist

Things to do Well Ahead of time:

- Dispose of all flammable goods and prohibited items.
- Organise your house cleaning, pet or car transport requirements.
- Seek advice from the manufacturers of your washing machine, fridge, freezer and other appliances as they often require attention.
- Sell or dispose of any unwanted furniture.
- Arrange for somebody to mind your children or pets on packing and uplift days, if possible.
- Collect your family's medical and dental records. If renting, advise your landlord.
- If you have a pet remember to change/update it's registration with your local council.
- Research information about your new location: supermarket, hospital, petrol station, schools etc.
- If you are doing all or part of your packing, obtain cartons and allow plenty of time for this task.
- Arrange Insurance.
- Disassemble any built-in fixtures and fittings, ready for transport.
- Disassemble outdoor items i.e swing sets and cubby houses and place all bolts and screws in a clearly marked envelope.
- Disassemble all prefabricated furniture ready for transport, particularly computer desks.
- Advise your neighbours.

Things to do One Week ahead of time:

- Ensure all accommodation and travel arrangements are booked and confirmed.
- Ensure fuel is drained from fuel driven appliances i.e. whipper snippers, lawn mowers.
- Make sure any gas cylinders have been emptied and certified by an authorised gas cylinder test station. Your local garage may assist. Please do not do this task yourself.
- Collect any dry-cleaning or laundry items.

Your comprehensive Pre-Removal Checklist

Remember to advise these people of your change of address:

- Post Office – for mail redirection
- Telephone and Internet Service Provider
- Electricity, Gas & Water Supply Authorities
- Your Bank, Credit Card Institutions, Credit Unions and Finance Companies
- The Taxation Department
- Electoral Authority
- Insurance companies – car, house, property etc
- Motor Registration Authority
- Health Insurance Fund
- Hire purchase company
- Family & Friends
- Your Doctor
- Your Dentist
- Clubs – social, sporting etc
- Magazine subscriptions, book club, wine club etc
- Cable television provider
- Schools – arrange for records to be transferred
- Solicitor
- Superannuation
- Vet – Obtain pet records, vaccinations etc.
- Memberships – gym, golf membership etc
- Newsagent – discontinue newspaper/magazine deliveries
- Library – don't forget to return borrowed books
Return any DVD's on Hire
- Organisations – go through your wallet and look at your cards to see what other organisations you need to notify (loyalty cards, hairdressers, service/trades people).

Tasks to perform The Day Before your move:

- If packing yourself, ensure all cartons are packed, sealed and clearly labelled ready for collection.
- Keep all valuable jewellery, passports important documentation, medical documents, travel and insurance documents, money, tickets etc with you.
- Have your pets ready for collection. Remember to send a familiar rug and toy along for the trip.
- Empty and hose all rubbish/compost bins.
- Pack items separately that you will need straight away, including a box of toys for the children.
- If paying for the removal yourself, ensure payment is confirmed prior to moving day.
- Empty, defrost and thoroughly towel dry your fridge and freezer. Quickly wipe-over the inside using vanilla essence, to keep it fresh!
- Drain dish washing machine hoses and leave to dry overnight. It is your responsibility to ensure your washing machine is stabilised prior to removal, please consult the manufacturer for guidance.
- Prepare electrical goods for transportation as per manufacturer's specifications.
- Disconnect stereo system and computer equipment. Tape all wires and leads together. Remember to remove all CDs and DVDs.
- Arrange to be at your home on both packing and uplift days. If you cannot attend, please have someone you can trust to attend and act as your representative.
- Remove all waste from your kitchen – bins, pantry etc.
- Take the remote garage door opener out of your car.