

Removal Planner

- Create a folder for all your moving documents.
- As you pack dispose of any items no longer needed. You don't want to pay to move those items.
- Make a note of any precious items that may need special care to move.
- Gas cylinders and air bottles should be empty with valves open, flammable liquids safely disposed of.
- If travelling, remember passports, tickets, visas etc.

Packing yourself

- Obtain cartons, paper, bubble wrap, zip-lock bags for screws, medication etc., tape and marking pen.
- Use clean white paper, not newspaper as it soils items.
- Label every carton clearly as to contents and its room destination
- Dismantle furniture that comes apart – place screws into a zip lock bag label and put these into a carton with small valuable items, such as keys, assembly instructions for TV, DVD, Player, etc., include easy-to-lose items such as remote controls, mobile phone chargers.
- Create a "FIRST NIGHT" Carton: Toiletries, pyjamas, towels, bed linen, favourite toys, pet needs, school needs, work clothes anything needed for the 1st night and essentials for the following day
- Pack lighter items in large cartons, heavier items in small cartons.

2-3 weeks to moving day

Notify, organise, disconnection, reconnection

Organise schooling, preschool transfers.	Superannuation
Australia Post	Clubs-Sports, RSL, Stamp, Book, Craft
Electricity, Gas Phone, Internet, Pay TV	Drivers Licence
Subscription services e.g. newspaper /magazines	Cleaner for your established home
Banks, Building Society etc.	Electoral roll
Insurance house, vehicles, boat, trailer, collectables.	Family, Friends
Registration Vehicles	

1 week to moving day

- In the kitchen, use up all opened packets and throw out goods past their use-by date.
- Start using up food in freezer or organise an esky to carry your food in on the removal day.
- Have car checked if travelling long distances.
- Indoor plants should be lightly watered and packed into plastic lined boxes. Don't water the day before. Check plants for ants as these cannot be moved by the removalist
- Drain lawn mower, remove batteries from battery powered items.

2 Days to moving day

- Check settlement time with your solicitor
- Collect dry cleaning.
- Arrange parking and access for removalist truck.
- Make sure removalist has clear instructions as to your new address and mobile phone numbers.
- Establish access details and key collection for your new home.
- Contact your new local council for garbage collection information.

The day before

- Create a 'SURVIVAL' box. Include important medications, first-aid kit, tea, coffee, kettle, milk, snacks, baby or children's essentials, pet food and bowls.
- If scheduled, professional packers: Make sure you leave out essential items for that evening and the following morning.
- Defrost, empty, dry out and air your refrigerator.
- Prepare all items that you wish to transport yourselves.
- Back up your computer.

Moving Day

- Transport perishable food items in an esky, Have at hand your "FIRST NIGHT" and "PRIORITY" box.
- Continue to check house / property for forgotten items as the truck is being loaded. Check tops of cupboards.
- Lock house remember to leave keys as specified.