

MY MOVE DETAILS

Job/Booking Number _____

Move	_____	_____	_____
	date	time	cost per hour
Boxes	_____	_____	_____
	date	time	cost
PrePack	_____	_____	_____
	date	time	cost per hour
UnPack	_____	_____	_____
	date	time	cost per hour
Cleaner	_____	_____	_____
	date	time	cost

MY HOME SERVICE PROVIDERS

Electricity _____	☐
Gas _____	☐
Phone (land line) _____	☐
Internet _____	☐
Home Services (mowing, cleaning etc) _____	☐
Insurance (home) _____	☐
Insurance (car) _____	☐
Insurance (other) _____	☐
Pay TV _____	☐
Post Office Box _____	☐

CHANGING MY ADDRESS

Mobile _____	☐
Driver's License _____	☐
Car Rego _____	☐
Electoral Roll _____	☐

CHANGING MY ADDRESS (CONT'D)

- Bank (savings/cheque) _____ ☐
- Bank (credit card) _____ ☐
- Bank (loan) _____ ☐
- Bank (other) _____ ☐
- Shares & Investments _____ ☐
- Superannuation _____ ☐
- Accountant _____ ☐
- Australian Taxation Office _____ ☐
- Employer _____ ☐
- School _____ ☐
- Medicare _____ ☐
- Centrelink _____ ☐
- Private Health _____ ☐
- Doctor _____ ☐
- Vet _____ ☐
- Sport Memberships (gym, soccer etc) _____ ☐
- Magazine & News Subscriptions _____ ☐
- Online Memberships (ebay, paypal etc) _____ ☐
- Loyalty Cards (frequent flyers, flybuys) _____ ☐
- Friends & Family _____ ☐
- Other _____ ☐
- Other _____ ☐

FIRST THINGS TO DO

- ☐ As soon as you know your move date, book your MiniMovers team
You can do this by calling 1300 366 000 or going online at www.minimovers.com
- ☐ Formally notify the landlord of your intention to vacate the premises
- ☐ Tell your new landlord of your moving schedule
- ☐ Organise for a storage facility if you need one
For a full list of storage facilities in your area visit www.minimovers.com

PREPARING YOUR STUFF

- ☐ Create a list of items you no longer need or want
Give them to a charity, friends and family or hold a garage sale. The less clutter you have, the easier it will be to pack
- ☐ Order quality removal boxes and packing materials
www.minimoversBOXES.com
(Don't be tempted to use 'free' boxes - they will break and their odd sizes make loading and unloading the removal truck very slow.)
- ☐ Start packing
This is a long job - allow at least 2 weeks
If you don't have time MiniMovers can provide professional prepackers to do a part of or the whole job for you. For more information visit www.minimovers.com.au/packing
- ☐ Label all boxes with the room they belong in at the new place
- ☐ Write the contents of each box as you pack it
Stick it on top of the box to help you find an item later on
- ☐ Create a special 'move day' bag
Put your keys, prescriptions and anything you need easy access to in it
- ☐ Dismantle larger furniture, or leave it for the moving professionals
Put all bolts, brackets, screws etc in a labelled and sealed bag. Then stick it firmly to the underside or in a drawer of the item they belong to so you can easily find it later on
- ☐ Dismantle outdoor furniture - watch out for spiders
- ☐ Drain the oil and petrol in the lawn mower and other mechanical items
- ☐ Backup your computer's hard drive
- ☐ Organise for a rubbish removal service
We recommend 1800-GOT-JUNK for rubbish removal services
- ☐ Drain and disassemble any waterbeds
- ☐ Take the remote garage door opener out of your car!
- ☐ Return any DVDs, games and or library books you may have out
- ☐ Use everything in the fridge before the move day
Throw it out if it won't be used
- ☐ Defrost the freezer
If you need to keep the contents of your freezer, put them in an eski with ice on the day of your move

BEFORE THE MOVE

- ☐ Get any critical repairs done to the house
- ☐ Book in a professional cleaner
- ☐ Organise a property inspection with the landlord after the cleaner
Required to regain any bond amount owed to you
- ☐ Get your home and contents or car insurance reviewed
- ☐ Get your pets records from the vet
Including medical history and immunisation certificates
- ☐ Give your pet a familiar toy during the move to reduce stress
- ☐ Book an elevator in your apartment complex to use on the move day
- ☐ Organise house settlement times and changeover of keys
- ☐ Settle outstanding bills with any of the utility companies you use
Pay TV, Electricity, Gas, Internet, Water, Security
- ☐ Arrange to have your telephone, Internet, pay TV, gas, electricity etc, disconnected and reconnected at the new place
- ☐ Arrange to have sufficient money in the bank to cover the move

MOVE DAY - THINGS TO REMEMBER

- ☐ If all loose items are packed and the floors are clear, your moving professionals can work much more efficiently
- ☐ Keep a kettle, tea bags, coffee, milk and sugar unpacked
- ☐ Check all the cupboards before you leave
- ☐ Lock all the doors and windows as you leave
- ☐ Check the back of the truck before the moving professionals leave

AFTER MOVING

- ☐ Notify utility companies of your change in address
- ☐ Notify friends and family of your new address, telephone number etc
- ☐ Start unpacking
- ☐ Order a pizza for dinner for all your hard work
- ☐ Hold a house warming party!

RELAX ...

Welcome to your new home!