

# Moving Checklist



(02) 6760 7888

Eagle Eye Self Storage provides supplies for packing and has available a truck to assist with moving of possessions into our storage units.

*Note: The checklist below is a guide and while every care has been taken putting this list together, Eagle Eye Self Storage takes no responsibility in errors or omissions from this list.*

## Six to four weeks prior to moving

- Reserve your storage unit with Eagle Eye Self Storage
- If renting, give your landlord 30 days or the notice required by your lease agreement
- Discard anything that needs to be thrown away, keeping in mind that flammables such as paint and turpentine cannot be stored at our facility
- Purchase your packing supplies and cartons from Eagle Eye Self Storage
- Start packing items that aren't used much first, such as items in attics, garages or storage areas.  
*Remember: a de-cluttered house is much more appealing when being sold; some items may be moved to storage units first*
- Keep a list of items being packed and clearly label each carton and room, e.g. Eagle Eye Self Storage, master bedroom, kid's room. Store packed boxes accordingly to make sorting out and loading on moving day easier
- Keep an updated list of things that need to be returned before your move, e.g. to the library or DVD store
- Separate the boxes and luggage needed for yourself and your family during the moving process
- Arrange the transfer of your children's school records to their new school and get the family's dental and medical records
- Start to use up your frozen food from the deep freezer and try not to add any more until after your move

## Four to Two weeks prior to moving

- Book Eagle Eye Self Storage's FREE "move in" truck or trailer (conditions apply)
- Contact your current insurer to arrange the transfer of your insurance contents policy or speak with Eagle Eye Self Storage staff who can assist in arranging insurance cover for items stored
- Confirm the move with real estate agent/landlord/vendor at new location
- Arrange disconnection and reconnection of:
  - Power
  - Gas
  - Water
  - Telephone
  - Internet
  - Pay TV
- Arrange re-direction of mail with Australia Post
- Ensure all relatives and friends are notified of your new address and contact details
- Cancel deliveries for the old address and rearrange for the new address
  - Newspapers
  - Subscriptions
  - Milk / Water / Soft Drinks
  - Supermarket
- Cancel any Gardening, Pet Grooming, Ironing or Cleaning services
- Book Carpet Cleaners and House Cleaners if required
- Plan your movements for moving day (stops, accommodation)

## Two to one week prior to moving

- Drain fuel from mowers, whipper snipers and other motors before putting them into storage
- Arrange insurance cover note on new residence
- Collect items from drycleaners, return borrowed library books, toys and DVDs
- Organise bus passes if required from new residence
- Settle outstanding accounts

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## One week prior to moving

- Use the remaining food in your fridge over the last few days
- Plan for special needs (pets, children, sick people, etc) prior to, during and after the move. Keep medication and a first aid kit handy. Pack a box with things to assist on the day - tea bags, drinks, biscuits, snacks, mugs, cutlery, towels, soap, toilet paper, screwdrivers, etc.
- Consider having young children or pets looked after on moving day
- Wash and dry laundry
- Ring electricity and gas companies to organise final meter readings
- Finish packing those items you do not need the day of the move
- Confirm key collection for new residence

## The day before

- Empty, defrost and clean fridges and freezers. Check they are completely dry and clean before storing, including any water trays
- Drain hoses from washing machines and garden hoses
- Pack personal luggage. Carry jewellery and valuable documents and items yourself
- Keep your cleaning equipment separate for the final clean of your old home
- Finish packing items and have them in a central location ready to load onto transit vehicle
- Inspect your home fully for items left unpacked that may be left behind. E.g. Statues, pots etc. Pay special attention to areas outside the house, and cupboards not regularly used
- Make sure the items you need first at your destination are clearly marked

## The moving day

- Disassemble beds
- Load the transit vehicle
- Don't leave the house until the movers have left. Oversee the inventory with the movers
- Make sure the gas and power meters have been read
- Check the telephone service is disconnected
- Turn off all switches and water heaters at the meter
- Lock doors and windows
- Meet the movers at Eagle Eye Self Storage to unloading the truck

## After moving

- |   |   |
|---|---|
| <input type="checkbox"/> Notify Change of Address                             | <input type="checkbox"/> Centrelink             |
| <input type="checkbox"/> Electoral Office                                     | <input type="checkbox"/> Club Memberships       |
| <input type="checkbox"/> Driver's Licence / Vehicle Registration / E-Tag      | <input type="checkbox"/> Magazine Subscriptions |
| <input type="checkbox"/> Other Licences – Boat / Fishing / Machinery Operator | <input type="checkbox"/> Accountant             |
| <input type="checkbox"/> Taxation Office                                      | <input type="checkbox"/> Solicitor              |
| <input type="checkbox"/> Banks / Building Societies / Credit Unions           | <input type="checkbox"/> Vet                    |
| <input type="checkbox"/> Finance Companies                                    | <input type="checkbox"/> Doctor                 |
| <input type="checkbox"/> Medicare and Health Funds                            | <input type="checkbox"/> Dentist                |
| <input type="checkbox"/> Financial Advisers                                   | <input type="checkbox"/> Hairdresser            |
| <input type="checkbox"/> Insurers   | <input type="checkbox"/> DVD / Video Store      |
| <input type="checkbox"/> Superannuation                                       |   |
| <input type="checkbox"/> Schools / TAFE / University                          |   |
| <input type="checkbox"/> Employer   |   |