



MOVING COUNTDOWN PLANNER

The key to making a move as stress-free as possible is planning. There is so much to do and think about, it can become overwhelming. If you plan ahead and break it down to fit into a timeframe, it will be a much smoother experience.

This Address Change Planner divides your tasks into manageable steps week by week leading up to your move. Address Change Kits offer a 'one-stop' solution to changing your address. These kits will save you many hours of your own time. That means one less major task for you to do!

Four Weeks to Go!

- Order your Change of Address kit from Address Change Services. By doing so, you've just saved yourself weeks of your own time. The Kit includes all forms and information that you will need to notify others of your move. Also included in this kit are a Postal redirection form and a FREE utility service for your phone, gas, electricity, water, Internet and Pay TV. That's two huge jobs out of the way.**
- Book your Removalist, Storage Unit, or Rental Van. Buy/collect packing supplies - packing boxes, masking tape, markers, and newspaper.
- Start packing boxes. Mark boxes clearly with its contents and intended location. Label boxes that will be needed immediately with "OPEN FIRST".
- Sell, donate or have a garage sale for your unwanted gear.
- Prepare a list of all of your household contents. Organise moving insurance to cover your move with either a Removalist company or Insurance company. Update values if necessary.
- Organise pet and plant transport. Ensure your pets have updated phone numbers on their tags – your mobile number and if possible, your new phone number. Notify microchip organisation of your new address (info on this is in Address Change kit).
- Notify children's school/kindy/childcare of your move and organise copies of their school records. Private schools often need more notice to receive any bonds back. Organise new education places for your children.
- Arrange help from families and friends if necessary.
- Notify your Landlord or Agent of your move.
- Organise your travel plans (personal transport, accommodation, best routes).

Three Weeks to Go!

- Continue filling out your change of address forms from your Change of Address Kit. Tick off the organisations that you have notified on your handy checklist.**
- Use the FREE Utility service included in your Change Address Kit to organise connection of phone, gas, electricity, water, internet and Pay TV. All organised in one simple phone call. That's another big job out of the way. Organise for phone and electricity to be disconnected the day after your move.**
- Organise Postal Redirection (form is in your Change Address Kit)**
- Use up food in pantry and freezer.
- Pick up important records and advise the following - Doctor, Dentist, Legal, Accountant, Optician, Vet etc.
- Transfer bank account to your new town if necessary.
- Contact the Chamber of Commerce in your new town to access information on your new town.
- Pay outstanding bills and accounts.

Two Weeks to Go!

- Organise change of address for Drivers Licence and Motor registration (forms and details are in Address Change Kit)**
- Send Address Change Postcards to family and friends with your new address details.**
- Return any borrowed items and pick up any things you have lent people.
- Dry clean clothing. Return library books, DVDs, and other hire items. Pick up items in repair shops.
- Pack all your important documents in one place – Passports, Birth Certificates, Marriage Licence, Titles, Share Certificates, Bank records, Insurance papers, Medical records, School records, Tax records, Vehicle information, House loan records etc.
- Organise any cleaning that may be necessary.
- Arrange for a babysitter to mind your children on moving day.
- Confirm details with removalists etc (check their payment policy).
- Ensure you have backed up your computer hard drive.

One Week to Go!

- Continue to update your address details with your Change of Address Kit if you haven't completed this task.**
- Organise any car maintenance and other appliance servicing that may be needed.
- Action general cleaning, household repairs.
- Organise repairs for new house if necessary.
- Plan what you will take in the car with you the day of the move:- important documents, special breakable items, toys for the children, clothes and toiletries for your first day, toilet paper, torch, first aid kit, essential food kit with bottled water, fruit and breakfast items, vacuum cleaner and other cleaning products.
- Clean your stove.
- Drain fuel from any motors.

One Day to Go!

- Defrost and clean your fridge the day before your move.
- Disconnect washing machine and drain hoses. Disconnect other appliances for removal.
- Drain garden hoses and store in garbage bags.
- Dispose of any perishable and flammable goods
- Remove curtains and rods if necessary.
- Ensure everything is packed except for your bedding.
- Sleep well!

Moving Day!

- Strip your beds. Disassemble beds if necessary. Put linen in a separate marked box for use on your first night.
- Have payment ready for removalist. Confirm new address and delivery date with them.
- Ensure someone is able to supervise the removalists, ensure your possessions are inventoried with them.
- Lock all doors and windows and collect all keys.
- Leave the garage door remote control in house or with Real Estate Agent.
- Check nothing has been left behind inside and outside.

After the Move!

- Start unpacking.
- Explore your new neighbourhood.
- Check smoke alarm and other detectors and fire extinguisher. Check to see if house has safety switch.
- Change the locks if necessary.
- Continue to update your address details if you haven't completed this task! The Change of Address Kit has all the forms and information you will need to make this task a very simple one.**

NOTE: WHAT CAN'T BE MOVED!

Some items are ineligible for removal in a removal van. These may include prohibited dangerous goods, plants (certificate may be required), animals, collections and special interest items (depending on company policy), and items in unclean condition. Check with your removalist company or with the AFRA (Australian Furniture Removers Association) 1800 671 806 for further information.

ORDER YOUR [Address Change](#) KIT NOW!

(the most complete address change package available, tailored to your state)