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Change Of Address - Survival Checklist

If you're moving house, read through our helpful tips below, and utilise our handy checklist to ensure a positive moving experience.

Plan Ahead

- ☑ Ascertain a date for moving once your contract has become unconditional;
- ☑ Start listing incoming mail for people to contact with your change of address;
- ☑ Decide what goes with you, what to sell and what to give away. Perhaps a garage sale?;
- ☑ Begin collecting large, sturdy cardboard boxes as well as newspaper for packing;
- ☑ Determine which items you will pack yourself. Begin packing seldom used articles (confirm your moving company's insurance policy for self-packed items);
- ☑ Prepare a comprehensive inventory and carry it with you on moving day; and
- ☑ If you have children at school you may need to enrol them in another school in your new neighbourhood.

Two Weeks Ahead

- ☑ Collect/return anything outstanding eg: videos, dry cleaning, lay-byes, library books etc;
- ☑ Close or transfer club membership, eg: video, gym;
- ☑ Consider pet minding for moving day;
- ☑ List the basic essentials you'll need handy on moving day;
- ☑ These should include:
 - ❖ Toilet paper and tissues
 - ❖ Some cutlery
 - ❖ Rubber gloves
 - ❖ Mop and broom
 - ❖ Disposable plates and cups
 - ❖ Large garbage bags
 - ❖ Cleaning products
 - ❖ Extension cord/adapters
 - ❖ Kettle and coffee/tea
 - ❖ Soap
 - ❖ Can opener
 - ❖ Strong tape
 - ❖ Telephone/mobile
 - ❖ Marking pen
 - ❖ Light bulbs

Last Week

- ☑ Arrange an appointment with your Sales Associate for a pre-settlement inspection of your new property;
- ☑ Note the position and number of telephone outlets and power points;
- ☑ Arrange to spray for pests in your new property;
- ☑ Confirm removalist;
- ☑ Arrange to spray for pests in your property;
- ☑ Organize disconnection/connection dates for gas, electricity, phone and transfer of accounts; and
- ☑ Cancel or transfer local arrangements.

Moving Day

- ☑ Supervise placement of furniture and cartons (it will save you moving them later);
- ☑ Check that the telephone, electricity and gas are all connected;
- ☑ Check that you have hot and cold running water;
- ☑ Don't try to unpack everything at once. Start with the refrigerated food stuffs and make sufficient beds;
- ☑ Do not turn the power to your refrigerator on for three hours after moving;
- ☑ Put all packing material/paper into one box so you can flatten all boxes to be returned to the removalist; and
- ☑ Contact your family and friends with your new phone number and address.

Changing Your Address

When moving/changing address, it is mandatory to notify certain organisations. These include the Electoral Office, Social Security and Queensland Transport. Vehicle registration and drivers license change of address must be notified within seven days. Some are necessities like banks, Medicare, and insurance companies. Here is a comprehensive checklist of organisations you may need to notify:

Financial

Accountant
Solicitor
Bank/Building Society
Credit Unions
Credit Cards / Accounts
Finance Companies
Insurance (House, Cars etc.)
Stockbroker

Other

Australia Post
Employer
Clubs/Associates
Driver's License
Motor Vehicle Registration
Electoral Office
Real Estate Agent
School/University
Subscriptions
Rental Companies
Motor Vehicle Roadside Assistance – RACQ etc

Utilities

Electricity
Gas
Telephone
Post Office
Local Council

Medical

Dentist
Doctor
Health Insurance
Optometrist
Pharmacy
Veterinarian