



## MOVING HOUSE CHECKLIST

### 4 – 6 weeks before moving day

<input type="checkbox"/>	Confirm settlement date and key collection time with your solicitor and real estate agent as this will determine your moving day.
<input type="checkbox"/>	Lock in your moving day date and time. Book your removal company, ensuring you obtain a written quote and obtain moving transit insurance.
<input type="checkbox"/>	Purchase packing supplies (boxes, packing paper, bubble wrap, tape, tape gun, sharpie pens, labels etc.).
<input type="checkbox"/>	Book a team of packers and unpackers to assist you when moving if you need.
<input type="checkbox"/>	Research and book storage facilities if needed.
<input type="checkbox"/>	If you are renting, give notice of to your landlord and organise a final inspection to secure a refund of your bond.
<input type="checkbox"/>	If moving from a rental, formally notify your landlord/property manager of the date you're vacating the property, arrange property inspection to recover your bond, book carpet and bond cleaners as well as the pest control spray if you had pets.
<input type="checkbox"/>	Arrange day care, kindy and school enrolments.
<input type="checkbox"/>	Book in tradespersons if the contract of sale on your existing home requires it.
<input type="checkbox"/>	Book in your transfer of service dates with your utilities providers. Arrange disconnections, final readings of gas and electricity meters and reconnections.
<input type="checkbox"/>	Organise house and contents insurance for your new home.
<input type="checkbox"/>	Arrange pet transport if needed.
<input type="checkbox"/>	Prepare an inventory of everything you own, noting any scratches or dents.
<input type="checkbox"/>	Get a copy of the floor plan with measurements of your new home to mark out your furniture placement. Make sure your furniture will fit. Will large items such as the fridge and lounge fit through the doorways and up the stairs? Does the fridge fit in the kitchen space?
<input type="checkbox"/>	Check your appliance manual for any moving instructions for your washing machine, fridge etc. Purchase or order parts if needed e.g. transport bolts.
<input type="checkbox"/>	Ease back on the grocery shopping and start using up the opened packets of food in the pantry and the food in the freezer.
<input type="checkbox"/>	Begin sorting through the bigger areas such as the garage, garden shed and under the house.
<input type="checkbox"/>	Make a list of the items you plan to transport yourself, such as any important legal documents, jewellery and fragile items.
<input type="checkbox"/>	Start working through your Change of address checklist.

**☎ 07 3372 0400**

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## MOVING HOUSE CHECKLIST

### 2 – 3 weeks before moving day

<input type="checkbox"/>	Start packing non-essential/rarely used items.
<input type="checkbox"/>	Apply for leave from work. Depending on the size of your move you will need at least the day before and day after off work.
<input type="checkbox"/>	Arrange for family or friends to look after your children and pets on moving day.
<input type="checkbox"/>	Arrange move of boat, trailer, ride on mower, jet ski etc.
<input type="checkbox"/>	Notify any household services of your move/ discontinuation of their service e.g. cleaners, babysitters, gardener.
<input type="checkbox"/>	Establish new household service arrangements for your new home.
<input type="checkbox"/>	Book a locksmith to change the locks/keys on moving day at your new home.
<input type="checkbox"/>	If you are driving a long distance to your new home, considering servicing your car.
<input type="checkbox"/>	Disassemble outdoor items, children's play equipment etc.
<input type="checkbox"/>	Investigate any moving restrictions at your new property, such as parking, lift access, loading bay access that may be imposed by your local council, body corporate or building manager.
<input type="checkbox"/>	Arrange access and parking for the removal truck.
<input type="checkbox"/>	<b>Back up your</b> computers and important devices and store external backup drives separately.
<input type="checkbox"/>	Return any library books.
<input type="checkbox"/>	Collect dry cleaning.
<input type="checkbox"/>	Surrender gas bottles to an exchange station or arrange safe transport of your empty gas bottles.
<input type="checkbox"/>	Hold a <a href="#">garage sale</a> , donate, sell, or throw out any items you no longer need or use.
<input type="checkbox"/>	Continue working through your Change of address checklist.

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## MOVING HOUSE CHECKLIST

### 1 week before moving day

<input type="checkbox"/>	Finish the majority of your packing this week.
<input type="checkbox"/>	Prepare an essential linens box with towels, sheets and blanket to be used on the first night so beds can be made up as soon as possible on moving day.
<input type="checkbox"/>	Re-confirm all moving details with your removalist, landlord, real estate agent, cleaners and solicitor (including settlement time).
<input type="checkbox"/>	Conduct a final inspection of your new house 24 – 48 hours before settlement if you've bought a new home to ensure it is up to the contracted standard.
<input type="checkbox"/>	Water your indoor plants lightly and pack them into plastic lined boxes.
<input type="checkbox"/>	Drain hose to avoid it leaking during the transit.
<input type="checkbox"/>	Drain the lawnmower.
<input type="checkbox"/>	Disassemble beds, place screws into a zip lock bag and tape to the bed or put them in your necessities box. (A night or two sleeping on your mattress on the floor makes for a lot less work on moving day!)
<input type="checkbox"/>	If you're moving interstate or overseas, confirm flights and confirm accommodation.
<input type="checkbox"/>	Arrange to collect the keys to your new home from your solicitor or real estate agent.
<input type="checkbox"/>	Prepare a friendly welcoming note for the new residents with any relevant information to help the settling-in process such as garbage collection days, neighbourhood watch details etc. Leave your forwarding address in case any mail didn't get redirected.
<input type="checkbox"/>	Continue working through your Change of address checklist.

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## MOVING HOUSE CHECKLIST

### The day before moving day

<input type="checkbox"/>	Pack any personal items to take with you.
<input type="checkbox"/>	Prepare a necessities box and consider taking it with you in your own car. Pack things in it like toilet paper, cleaning products, Stanley knife, scissors, bathroom items, medications, kettle, tea and coffee, chargers, bottles of water, children's items and pet needs.
<input type="checkbox"/>	If you have hired a professional packing service, your packers will arrive at your home today.
<input type="checkbox"/>	It's best to turn your fridge off 24 hours before you move it. This gives its evaporator time to defrost, which reduces the risk of any damage during the move. Empty the last items out of your fridge into an esky with ice to transport tomorrow.
<input type="checkbox"/>	Defrost your freezer and clean your fridge.
<input type="checkbox"/>	Drain liquid from washing machines, irons, ice makers etc.
<input type="checkbox"/>	Fit your washing machine with shipping bolts to prevent damage during transit.
<input type="checkbox"/>	Double-check you've packed all belongings from the garden, garage, shed, inside and on top of internal cupboards etc.
<input type="checkbox"/>	Charge mobile phones and place chargers in your necessities box. Write important numbers down and place in this box also just in case you run out of battery on moving day.
<input type="checkbox"/>	Confirm with utility companies that your services are scheduled to be disconnected and reconnected.
<input type="checkbox"/>	If you're flying interstate or overseas, check in online.
<input type="checkbox"/>	Prepare an action plan for moving day.

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## MOVING HOUSE CHECKLIST

### Moving day!

<input type="checkbox"/>	Pack your essential linens box and necessities box into your car.
<input type="checkbox"/>	Pack your box of other items you had planned to transport yourself, such as important legal documents, jewellery and fragile items.
<input type="checkbox"/>	Provide your removalist with the floor plan of your new property and discuss your labelling system. Discuss parking location for the removalist truck at your new property.
<input type="checkbox"/>	Ask removalist to load your kitchen boxes, bed frames and any other high priority boxes last so they come off the truck first.
<input type="checkbox"/>	Try to check off all items against your inventory list as they are going into the truck.
<input type="checkbox"/>	Tighten all taps, turn off all power points, lights and hot water system if appropriate.
<input type="checkbox"/>	Lock all door and windows.
<input type="checkbox"/>	Complete one last check of the old property to ensure nothing is left behind (e.g. look behind doors, inside cupboards, bathroom etc.)
<input type="checkbox"/>	At your new home, try to stand at the entry and give clear directions as to which room your boxes and furniture goes into.
<input type="checkbox"/>	Try to check off all items against your inventory list as they are coming off the truck. Notify your removalist immediately if anything is missing or damaged before signing the removalist paperwork.
<input type="checkbox"/>	Check all utilities are connected (power, hot water etc.).
<input type="checkbox"/>	Once your fridge is in position in the kitchen, it needs time to settle before turning it on. Let it stand, unplugged for a few hours (as a rough guide) to allow the oil and fluids to settle before you switch it on. It's best to check your manual to find out the recommended time.
<input type="checkbox"/>	If renting, complete a condition report of property and furnishings and take photos for your own records.
<input type="checkbox"/>	Ensure assembling and making the beds is a priority, then unpack the kitchen and other key rooms first.
<input type="checkbox"/>	Check the property and garden for safety hazards before children and pets staying playing. Settle children and pets with familiar items for reassurance.
<input type="checkbox"/>	Keep cats inside for a few days.
<input type="checkbox"/>	Check that you have all keys and relevant instructions to your new residence.
<input type="checkbox"/>	Contact your new local council for garbage collection information.
<input type="checkbox"/>	Return the old house keys and garage remotes to your real estate agent, solicitor or landlord.
<input type="checkbox"/>	Enjoy our new home!

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