

# **MOVING CHECKLIST**

## **Three months to go**

Start to make arrangements for your new home, whether you are buying, renting or moving into a retirement facility.

Measure your new home – room sizes, cupboard space and windows. This is especially important if you are down-sizing as you will need to focus on taking what is really useful and special to you.

Identify the furniture that you will be taking with you.

Decide what you will be doing with the remaining furniture and start to sell or give away as much as you can now.

Identify any new furniture you may require. Start to get an idea of what is available to purchase in terms of price, size and suitability for your new home.

Sort through rooms and cupboards that you are not using. Dispose of items that you no longer use/need or that will not fit into your future home.

Start collecting packing materials – boxes, newspapers, bubble wrap etc.

## **Two months to go**

Confirm the date of your move.

Provide notice to landlord if you are renting.

Obtain written quotes from moving companies.

Make arrangements with friends or family to help you if you are not using a moving company.

Continue to sell unwanted furniture and other items.

Continue to sort through rooms and cupboards and dispose of items that you no longer use/need or that will not fit into your future home.

Sort through your clothing and donate clothing that is no longer needed.

Purchase name tags for clothing and linen if you are moving into a retirement facility with a laundry.

Arrange leave around your moving date if you are still working.

## **One month to go**

Cancel your lights and water account and/or set up new account for new home.

Remember to get deposit reimbursed.

Cancel telephone and set up new telephone account for new home. Remember to get deposit reimbursed.

Purchase new curtains or adjust existing curtains to fit windows in new home.

Purchase new furniture and arrange for delivery on moving day or day after.

Sew name tags into all clothing and linen if you are moving into a retirement facility with a laundry.

Check your home insurance to make sure your new home is covered if you will own your new home.

Start packing items that you are not using every day, e.g. books, non-seasonal clothes and items only used for special occasions.

Make a list of service providers, friends and family to advise of change of address.

If you are moving to another city:

Arrange transfer of medical records to new hospital if you are a State hospital patient.

Advise your GP, dentist and other service providers that you are moving.

## **Two weeks to go**

Arrange final sale and donation of unwanted furniture and other items (e.g. auctioneers, charities, family etc.).

Finalise your packing – label the boxes for each room/furniture item where they belong to make unpacking easier.

Arrange for Post Office to forward your mail.

Finalise arrangements with the moving company and ensure that they have proper directions to both your current and future home.

Send out Change of Address cards and/or email, or update your details on the internet.

Make any changes to standing debit orders.

Arrange for the final payment of outstanding accounts.

Make arrangements for your pets to be looked after during the move.

If possible move out of the house up to a week beforehand to stay with friends or family. This can help you to pack away all the items, and make moving day less stressful.

Arrange the collection of the keys from the estate agent if moving into your own home.

If moving into a retirement facility, confirm your date/time of arrival.

Clean the house.

Defrost the fridge if it is not frost free.

Use up as much as possible of your existing groceries so they don't need to be moved with you.

Keep to one side a couple of boxes of items that you will need straight away in your new home, e.g. kettle, cups, tea, coffee, sugar, refreshments, tissues, toilet paper, soap, hand towels, cleaning equipment and supplies, emergency supplies etc.

The day before: Check the checklist and make sure that everything is done that needs to be done for the big day.

Make sure you have enough food and refreshments to keep you going through the day.

## **Moving day**

Empty the fridge.

Disconnect remaining appliances.

Do a final clean.

Turn off the geyser and all lights.

Close all windows and lock doors.

Hand over keys to new owner/estate agent, or landlord.

## References:

<http://www.houseweb.co.uk/house/pros/moving/planner.html>

<http://www.bbc.co.uk/homes/property/moving>