

Moving Checklist

Use this checklist as a guide to help you move house. Print off then tick the boxes when you have completed the task.

Disconnect utilities

You should be disconnected from your utilities. Notify the relevant services at least 48 hours in advance. You may be able to redirect these services to your new address, so it's all ready when you arrive.

- ☐ Gas
- ☐ Electricity
- ☐ Water
- ☐ Telephone

Cancel deliveries

- ☐ Newspapers/magazines
- ☐ Bread/milk

Redirect

- ☐ Mail

Advise friends, business & associates of your new address

Go through your address book and send out change of address cards. You can buy these from the post office or have them cheaply printed at your local instant printer. Alternatively, you can email your new address to people.

- ☐ Friends
- ☐ Family
- ☐ Work
- ☐ Sporting groups
- ☐ Doctor
- ☐ Dentist
- ☐ Banks
- ☐ Accountant/Solicitor
- ☐ Tax office
- ☐ Road Authority for Driver's licence & registration
- ☐ Electoral commission
- ☐ Insurance

- ☐ Credit card(s)
 - ☐ Theatre memberships, movie memberships, etc.
 - ☐ Others
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Getting ready to move

- ☐ Get quotes from removalists and book the one most suited to your needs
- ☐ Arrange insurance for goods in transit (your removalists may cover this)
- ☐ Prepare floor plan of your new house and number rooms for boxes
- ☐ Pack jewellery and valuables and take them yourself or arrange a special carrier
- ☐ Pack fragile items yourself
- ☐ Mark each carton with the room and room number it's intended for
- ☐ Mark items to be handled with special care
- ☐ Defrost the fridge and freezer
- ☐ Throw out rubbish in sealed bags
- ☐ Water the garden for one last time
- ☐ Don't forget your pets!

Plan ahead for your new home

- ☐ Prepare to have the carpets cleaned
- ☐ Prepare to clean cupboards and bathrooms
- ☐ Prepare for utilities to be connected
- ☐ Arrange house and contents insurance

Final check

- ☐ Turn off the water, gas, electricity
- ☐ Check all cupboards, storerooms, sheds and under the house
- ☐ Lock up securely, leaving some ventilation
- ☐ Hand over keys to agent or the new owner

When you arrive

- ☐ Enjoy your new home!