

4 weeks

- Start a central file for your move documents
- Visit our concierge for a moving company
- Collect a few quotes, and then make a reservation with the one you like most
- Start packing items that will not be used before the move
- If you are moving a piano ensure that the moving company you have booked can accommodate this - you may need a professional piano mover. Plan on having the piano tuned after the move.
- Book air flights and accommodation (if necessary)
- Complete a change of address form from the Post Office - this can be done on-line at <https://moversguide.usps.com>
- Obtain medical records, dental records and prescription histories. Fill any prescriptions that will be required a week before and a week after the move. Don't forget Vet records!
- When moving with children make arrangements to transfer school records
- If you are moving into or out of a building with an elevator check with Building Management - you may need to reserve the use of the elevator on the day of the move
- Donate or recycle household items and clothing you don't want to move - perhaps, try <http://www.goodwill.org>
- Arrange new homes for any plants that you are not planning to relocate.

2 weeks

- Keep packing
- Start using any frozen food and perishable goods
- Establish cut off dates for phone, electricity, gas and water
- Organize child care for the day of the move if necessary
- Moving can be very traumatic for pets - make travel arrangements for your pets or arrange to have someone look after them from the day before the move to the day after
- If possible, take pictures or video of your belongings, record serial numbers
- Inform electric, gas, water, newspaper & magazine subscriptions, telephone and cable companies of the move
- If traveling by air confirm any flight and accommodation arrangements
- Call you insurance company to see what changes are required to your policy, enquire if moving is covered and arrange insurance for your new home

- Contact any organizations (i.e. Gyms, Clubs) at which you are a member and organize to end, sell or transfer membership
- If you are having a garage sale - have it now!

The week of the move:

- All except essential items should now be packed
- Drain fuel from lawn mower, empty gas cylinders/bottles
- Collect any outstanding orders, dry cleaning and return any library books or videos/dvds
- Use or dispose of any food items you will not be taking with you

The day before the move:

- If you are having your belongings professionally packed this service will start today
- Defrost your freezer, empty and clean out your refrigerator
- Do laundry
- Pack a "Survival Kit" for moving day - include first aid items, wet weather gear, tape, keys, snacks, change for road tolls if required, mobile phone and emergency phone numbers
- Pack a box of essentials that you will need when you arrive at your new home i.e. the kettle, mugs, cutlery, paper plates and plastic cups, tea, coffee, sugar, long life milk, breakfast items, garbage bags.
- Make sure that sheets and pillowcases are on hand to make up beds for that first night's hard earned rest!

Moving day

- Ensure all keys are in a central location, make sure that electricity, gas and water meters have been read and the telephone has been disconnected (or arrangement is made for this). Make sure all taps are turned off tightly.
- Don't forget to take a last sweep of the backyard for pottery, or children's toys
- If you are leaving a rental property make arrangements to drop keys to the agent/landlord/maid service
- Double and triple check that garages, cupboards, under sinks, bathroom cabinets are all empty. Look up! Is there anything on top of cupboards that you have overlooked?
- Turn off the power and water heater at the mains
- If moving with someone with a medical condition ensure that medication or anything they may require is close at hand
- Put out the garbage and recycling bins

- Check the mailbox one last time
- Say "Goodbye" to your old home

Welcome home

- Use our community webpage to locate hospitals, doctors, police stations, veterinarians, etc
- If you haven't already done so notify banks, health funds, rewards companies, creditors of your new details
- Arrange to have your license and registrations details changed
- It's time to celebrate - Consider a house warming party!

Packing tips

- Tape remote controls and cables for electrical appliances to the back of the relevant appliance
- Wrap white china etc in butcher's paper before protecting with newspaper - it keeps them white!
- Make sure that the following are always on hand - extra boxes, tape, marking pens, newspaper, a small toolkit, garbage bags
- When dismantling beds make sure that all screws, nuts & bolts etc are taped to the relevant piece of furniture - makes reassembly for that first nights rest a breeze!
- Save room by packing breakables amongst towels, blankets and clothing (make sure these boxes are marked FRAGILE!)
- Use your luggage instead of boxes for packing clothing
- Important documents, money, jewelry and other valuables are best carried with you on the day