

MY MOVE DETAILS

Job/Booking Number _____

Move _____
date _____ time _____ cost per hour _____Boxes _____
date _____ time _____ cost _____PrePack _____
date _____ time _____ cost per hour _____UnPack _____
date _____ time _____ cost per hour _____Cleaner _____
date _____ time _____ cost _____**MY HOME SERVICE PROVIDERS**Electricity _____ Gas _____ Phone (land line) _____ Internet _____ Home Services (mowing, cleaning etc) _____ Insurance (home) _____ Insurance (car) _____ Insurance (other) _____ Pay TV _____ Post Office Box _____ **CHANGING MY ADDRESS**Mobile _____ Driver's License _____ Car Rego _____ Electoral Roll _____

CHANGING MY ADDRESS (CONT'D)Bank (savings/cheque) _____ Bank (credit card) _____ Bank (loan) _____ Bank (other) _____ Shares & Investments _____ Superannuation _____ Accountant _____ Australian Taxation Office _____ Employer _____ School _____ Medicare _____ Centrelink _____ Private Health _____ Doctor _____ Vet _____ Sport Memberships (gym, soccer etc) _____ Magazine & News Subscriptions _____ Online Memberships (ebay, paypal etc) _____ Loyalty Cards (frequent flyers, flybuys) _____ Friends & Family _____ Other _____ Other _____

FIRST THINGS TO DO

- As soon as you know your move date, book your MiniMovers team**
You can do this by calling 1300 366 000 or going online at www.minimovers.com
- Formally notify the landlord of your intention to vacate the premises**
- Tell your new landlord of your moving schedule**
- Organise for a storage facility if you need one**
MiniMovers recommends PODS storage. Ph 1800 467 637 or visit www.portableondemandstorage.com.au

PREPARING YOUR STUFF

- Create a list of items you no longer need or want**
Give them to a charity, friends and family or hold a garage sale. The less clutter you have, the easier it will be to pack
- Order quality removal boxes and packing materials**
www.minimovers.com.au/boxshop/
(Don't be tempted to use 'free' boxes - they will break and their odd sizes make loading and unloading the removal truck very slow.)
- Start packing**
This is a long job - allow at least 2 weeks
If you don't have time MiniMovers can provide professional prepackers to do a part of or the whole job for you. For more information visit www.minimovers.com.au/packing
- Label all boxes with the room they belong in at the new place**
- Write the contents of each box as you pack it**
Stick it on top of the box to help you find an item later on
- Create a special 'move day' bag**
Put your keys, prescriptions and anything you need easy access to in it
- Dismantle larger furniture, or leave it for the moving professionals**
Put all bolts, brackets, screws etc in a labelled and sealed bag. Then stick it firmly to the underside or in a drawer of the item they belong to so you can easily find it later on
- Dismantle outdoor furniture - watch out for spiders**
- Drain the oil and petrol in the lawn mower and other mechanical items**
- Backup your computer's hard drive**
- Organise for a rubbish removal service**
A skip bin comes in handy while packing, to eliminate the bags of rubbish
- Drain and disassemble any waterbeds**
- Take the remote garage door opener out of your car!**
- Return any DVDs, games and or library books you may have out**
- Use everything in the fridge before the move day**
Throw it out if it won't be used
- Defrost the freezer**
If you need to keep the contents of your freezer, put them in an eski with ice on the day of your move

BEFORE THE MOVE

- Get any critical repairs done to the house
- Book in a professional cleaner
- Organise a property inspection with the landlord after the cleaner
Required to regain any bond amount owed to you
- Get your home and contents or car insurance reviewed
- Get your pets records from the vet
Including medical history and immunisation certificates
- Give your pet a familiar toy during the move to reduce stress
- Book an elevator in your apartment complex to use on the move day
- Organise house settlement times and changeover of keys
- Settle outstanding bills with any of the utility companies you use
Pay TV, Electricity, Gas, Internet, Water, Security
- Arrange to have your telephone, Internet, pay TV, gas, electricity etc, disconnected and reconnected at the new place
- Arrange to have sufficient money in the bank to cover the move

MOVE DAY - THINGS TO REMEMBER

- If all loose items are packed and the floors are clear, your moving professionals can work much more efficiently
- Keep a kettle, tea bags, coffee, milk and sugar unpacked
- Check all the cupboards before you leave
- Lock all the doors and windows as you leave
- Check the back of the truck before the moving professionals leave

AFTER MOVING

- Notify utility companies of your change in address
- Notify friends and family of your new address, telephone number etc
- Start unpacking
- Order a pizza for dinner for all your hard work
- Hold a house warming party!

RELAX ...

Welcome to your new home!