

## 1 Six Weeks to Go

- Start a central file for your move documents.
- Book a removal company.
- Investigate YOUR Insurance options - talk to a removalist.
- Create a floor plan of your new home and plan the placement of furniture.
- Look at your present furniture and arrange to sell (garage sale, ebay) items that will not be required in your new house.
- Use the AFRA inventory list to check what you will pack and what you will sell.
- Plan your packing - discuss your removal requirements with the removal company.
- Organise the delivery of boxes from your removalist so you can pack yourself if you choose.
- Organise proper equipment such as tape, labels, marking pens etc.

## 2 International

- If you are travelling overseas, ensure passports and travel documents are up to date and in a safe place.
- Select a removalist capable of international relocation and work with them closely to make sure all your documentation is filled out correctly and at the right time.

## 3 Two Weeks to Go

- Check the garden.
- Check the garage.
- Check the shed.
- Check under the house.
- Hold a garage sale or speak to your removalists about getting rid of unwanted items, to dump or to sell.
- Use up all frozen foods in the freezer, unless you are moving locally.
- Dispose of garden chemicals, paints, fuel and other flammable items as suggested by the supplier.
- Have BBQ cylinders purged by a certified Gas Cylinder Test Station.
- Make arrangements to have pets looked after for at least 2 days before you move. If you are moving interstate, book a Pet Transporter through your removal company.
- Make sure your pets have all been vaccinated before you move.
- Arrange school, day care etc, transfers.
- Start packing this week if you are doing it yourself.
- Label every carton by room identification. Keep a separate list of the contents for your own reference.
- Contact family, friends and businesses regarding your change of address. Check the list of essential contacts and begin to work through these to change your address.
- If any furniture needs to be dismantled before moving, begin to do this this week. Put all bolts and screws and other small attachments that make up this furniture into a small self sealing bag and tape to the base of the item, or, label clearly and place in one box that will contain all items of this kind.
- If you are driving your car any distance to the new address, have the vehicle checked.
- Arrange telephone, electricity, gas and water supplies for your new home.
- Return library books and videos/DVD's and items borrowed from friends.
- If a boat or trailer is being included in the load, make sure all items within the boat are secured.
- Purchase a street directory of the city or town your are moving to, essential if you are moving to one of the major cities.

## 4 One Week to Go

- Arrange with the Post Office to have all your mail redirected.
- Cancel newspapers and any other deliveries being made to your present home.
- Reconfirm travel arrangements for the vehicles and care for your pets. Your pets may be becoming anxious when they see all the upheaval. Ensure they are enclosed at all times so they don't disappear and cause unnecessary grief.
- Make a list of things to do on Moving Day.
- If you have a waterbed, make arrangements to have the bed prepared as per the manufacturers specifications. This may mean having a contractor come the day before you leave. Your removalist may also be able to assist.
- If battery powered items are going into store, or overseas, remove all batteries.
- If you are taking special light fittings with you that need to be disconnected by an electrician, organise this now.
- If you haven't drained the fuel from your lawnmower, or emptied other containers, do so now.
- Establish cut off or final reading dates for electricity, water, phone, and gas.
- Collect any articles that are being repaired or have been loaned out.
- Return items that you have borrowed including library books and DVD's.
- Dispose of any articles that did not sell at the garage sale or on ebay.
- If needed, make special arrangements for parking or access for the removalist, to your home.

## 5 Two Days to Go

- Arrange the necessary finances for payments on moving day.
- If travelling any distance by car, check oil, water, tyres etc.
- Pack luggage or those things you will need immediately after moving.
- Collect dry cleaning.
- Do the laundry, fold, and pack.
- Dispose of remaining chemicals, flammables and garbage. Do not tip poisons down the drain.
- Make sure that all jars, bottles and cans containing non-flammable liquids are tightly sealed and packed in waterproof containers or plastic bags.
- If you are keeping blinds or curtains, take these down now and pack them.
- Conclude your packing. Make sure all items are on your inventory, and each box is numbered and matches your inventory.

## 6 One Day to Go

- If you are having things professionally packed, this will happen today as per your instructions.
- Separate any items you have packed and will be taking with you, from those to be packed, and place in an area from which they will not be collected, such as your car if you are driving. This includes all jewellery, handbags, cameras, documents, etc.
- Defrost and clean out your fridge and freezer. Wiping the inside surface with vanilla essence will prevent any build up of mildew or nasty smells. Check with the manufacturer whether the fridge motor needs to be specially secured.
- Dispose of food items that are open and will go off if not unpacked within 2 days.
- Wash and dry all dishes ready for packing.
- Clean out your medicine cabinet and properly dispose of unwanted drugs.
- Check all your drawers and remove items that are heavy, breakable or hold liquid.
- Prepare your washing machine according to the manufacturers specifications.
- If you have a waterbed, have this prepared for packing.
- Leave your forwarding address and contact number for the new owners/occupants of your house.
- If the house will be vacant for a while, notify the police and neighbours.





Australian  
Furniture  
Removers  
Association

**Get in contact!**

Call  
**1800 671 806**

or email  
**admin@afra.com.au**

## 7 Moving Day

- When the removalist arrives, make sure they know where they can park their vehicles.
- If you can't be there, you will need to appoint an agent to act on your behalf.
- Walk around the house with the removalist to show them exactly what you want done. Show them what you will want as soon as you arrive at the new house. They can pack these items last.
- Pack yourself a survival kit with toiletries, tea, coffee, milk and other drinks, personal items, first aid kit, spare clothing, tea towels and other dish cleaning equipment.
- If you still have pets at home, make sure they are confined and keep children out of the removalists way.
- Collect all house keys and keep out of the removalists way.
- Place all items that are being transported by yourself securely in your car boot out of sight, locking all doors and keeping your keys in your pocket. If renting, keep keys in the car ready to be delivered to the agent as you leave.
- Make a final check of all cupboards, cabinets and storage areas to make sure nothing has been left behind.
- Make a final check in all sheds, and the garden area.
- Before the removalist leaves, walk around and check all areas. If moving interstate or your goods are going to storage, check and then sign the inventory.
- Turn off the power to the house, tighten all taps, make sure the gas and all electrical switches are off.
- Lock all doors and windows.

## 8 Your New House

- If renting, conduct a walk through before delivering furniture, documenting the state of the house.
- Have the removalists place heavy furniture in the room and position you want it. It may be difficult to rearrange heavy items once they have gone.
- If your goods are coming from storage, interstate or overseas, check the inventory carefully and sign off on it once satisfied all items on the list are accounted for.
- Locate all keys to your new house.
- If you are concerned about security, arrange to have all the locks changed.
- Check that the gas, power and telephone are connected.
- Turn on the hot water system.
- Ensure your pets will be safe while settling in.
- When appropriate, speak with your immediate neighbours.

## 9 Essential Contacts

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Doctor                 | <input type="checkbox"/> Water                                | <input type="checkbox"/> Library                              | <input type="checkbox"/> Government Departments |
| <input type="checkbox"/> Accountant             | <input type="checkbox"/> Gas                                  | <input type="checkbox"/> Employers - Group Certificates       | - Social Security                               |
| <input type="checkbox"/> Lawyer                 | <input type="checkbox"/> Telephone                            | <input type="checkbox"/> Superannuation                       | - Family Allowance                              |
| <input type="checkbox"/> Vet                    | <input type="checkbox"/> Council                              | <input type="checkbox"/> Subscriptions                        | - Superannuation                                |
| <input type="checkbox"/> Dentist                | <input type="checkbox"/> Australia Post                       | <input type="checkbox"/> Magazines                            | - Pensions                                      |
| <input type="checkbox"/> Private Health funds   | <input type="checkbox"/> RTA - Motor Registry (within 7 days) | <input type="checkbox"/> Automobile Associations              | - Insurance                                     |
| <input type="checkbox"/> Bank - Credit Card     | <input type="checkbox"/> Insurance                            | <input type="checkbox"/> Rental and Hire Purchase Authorities | - Electoral Office (within 4 weeks)             |
| <input type="checkbox"/> Financial Institutions | - life insurance  | <input type="checkbox"/> Sports Clubs                         | - Tax Office (within 7 days)                    |
| <input type="checkbox"/> Share Companies        | - car insurance   | <input type="checkbox"/> Golf, Football, Squash               |   |
| <input type="checkbox"/> Schools                | - home and contents   | <input type="checkbox"/> Church                               |   |
| <input type="checkbox"/> Electricity            | <input type="checkbox"/> Memberships                          |   |   |



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# Removal Checklist

