



THE ULTIMATE MOVING HOUSE ☑ CHECKLIST



CONTRACTS ARE NOW EXCHANGED...

THINGS TO DO AS SOON AS POSSIBLE

Sign mortgage documents with your lender or broker & return within 4 days

Completed....

If you have received your mortgage documents, make sure you sign them immediately and return them to your lender or broker. The sooner you do this, the quicker the finance will be available. If you have not received your documents, do not wait. Contact your broker or lender immediately.

If you are eligible for a Government Grant, ensure your application form is completed

Completed....

Complete your application form, if you are eligible, and return it to your lender/broker, together with certified copies of your identification documents listed on the application. Failure to return the forms in a timely manner may result in the grant not being available on the day of settlement. And remember, no money, no home.

Organise Removalist

Completed....

Contact removal firms and get quotes and ensure they have a free slot to move on the day you want.

Schools and school buses

Completed....

Write to your new local authority for an information pack about schools in the area. Notify the current school's head teacher of your child's leaving date. Once the new school has been sorted out order new school uniform if needed.

Doctors, dentists and opticians

Completed....

If you are changing area research new practices to join and let your current GP know you are moving. Liaise with your hospital if you are undergoing regular treatment.

Stocks and shares

Completed....

Tell the registrar of any change of address, you will find details of how to do this on your certificates or dividend documentation - or ask your broker to do this.

THINGS TO DO A MONTH OR MORE PRIOR TO SETTLEMENT

Removalist

Completed....

When the removal company representative calls make sure you point out anything that is not to go - otherwise the price you are quoted will be incorrect.

Packing

Completed....

If you are planning on doing this yourself, begin at least two weeks before your move. Naturally, start with things that you will not need access to. Label boxes (with labels that can't fall off) with the details of their contents (try to be specific) and the room in which they are to be placed at the new address. Pack heavy objects with the lighter ones: do not over-strain boxes or backs. If you have a loft, basement, garage or shed don't forget them.

Hotels

Completed....

If you need hotel accommodation during the removal, book your hotel well in advance, especially if the move occurs during the summer months.

Pets

Completed....

Make arrangements to book pets into kennels/cattery etc. or for friends/relatives to look after them during the move. Arrange for the transfer of your pet's records to the new vet.

Car

Completed....

Get it serviced, especially if you are going on a long journey.

Carpets/Curtains

Completed....

If you are ordering these new for your new home, confirm the correct delivery dates and address.

THINGS TO DO 2 TO 4 WEEKS PRIOR TO SETTLEMENT

Bank

Completed....

Notify your bank of your change of address and consider transferring your account to a branch closer to your new home. Don't forget any items that are retained by the bank for safe keeping.

Credit/Store cards

Completed....

Fill in the change of address section of your statement when returning it with your payment and also notify any card protection insurers that you may have.

Standing Orders and Direct Debits

Completed....

Give your new address to companies with which you have a hire purchase agreement or a loan.

Australian Tax Office

Completed....

Notify the Australian Tax Office quoting your reference number and your Tax File Number (this can be found on your last tax statement).

Council tax

Completed....

Notify relevant authorities in both your current area and the area to which you are moving.

Social Security Benefits/Centrelink

Completed....

Write to your local Centrelink office, giving your full name, date of birth, and your benefit number, and advise them of the change in address.

Pension

Completed....

Advise local Post Office if appropriate and each of the private schemes you are a member of about your change of address. This may involve contacting previous employers.

Private Medical Insurance

Completed....

Advise change of address and /or research new schemes.

Completed....

House insurances

As well as notifying them of a change of address find out whether your current home insurance policy covers your possessions during the move and whether you change of address means a change in premium. Also, make sure you have the right building cover on your new home. Once you have sorted out your insurance, provide a copy to your lender/broker and your conveyancer.

Completed....

Other Insurances

Notify your broker or individual insurance companies: motor, life, pet and other insurances.

Completed....

Driving Licence

Visit the RTA online or at a branch and update your details.

Completed....

Parking

If you will need a parking permit at your new address find out what documents and proof the issuer will require and whether or not you can apply in advance. If not you may need to sort out temporary or visitors' permits for the short term.

Completed....

Landlord/Tenant

Give appropriate notice to quit or advise tenants of any change of landlord.

Completed....

Post Office

The Post Office prefers at least seven days notice for the redirection of your mail. This can only be done over the counter at the Post Office.

Completed....

TV Rental

Sets can normally be taken to your new address when renting from a large company and your records will be transferred to their nearest branch.

Completed....

Cable/Satellite TV

Does your current supplier offer a service in your new area and if you plan on sticking with them inform them and find out whether you need any new installation at the new site. If going with a new supplier then give notice to your old company and sign up with new supplier and arrange details.

Completed....

Telecommunication/Mobile Phone Providers

Contact providers including Internet account and advise your change of address and the date from which you wish your new number to operate. Give at least two weeks' notice.

Completed....

Superannuation Company

Write to your Superannuation company advising of the change.

Completed....

Subscriptions

Notify all organisations/clubs/charities to which you subscribe of your new address. Don't forget magazines that you get through the post either.

THINGS TO DO 1-2 WEEKS PRIOR TO SETTLEMENT

Completed....

Transfer Documents or other documents that should be returned to your conveyancer

Ensure that all the paperwork, such as Transfer Documents are all signed and returned to your conveyancer. If you are unsure, contact them to confirm everything is in order.

Completed....

Change of address

Begin to notify people of your change of address. There is no need to buy expensive moving home cards – there are services available online.

Completed....

Mail order firms

Notify any mail order companies of your new address. Update your address with any online shopping companies you use on a regular basis, particularly if you are ordering things that you wish to be delivered to your new premises.

Completed....

Electricity and gas

Contact your existing company and advise your new one of when you are to move into your new home. Give at least a 48 hours notice for your meters to be read. Electricity supply is now competitive.

1 WEEK PRIOR TO SETTLEMENT

Employers, past and current

Completed....

Don't lose track of outstanding employee benefits such as pension schemes, and don't forget to notify your current employer of your move now.

Items on Loan

Completed....

Return borrowed items to your friends and neighbours and get back anything you have loaned that you want returned.

Locksmith

Completed....

It is sensible to change the locks on your new property as you have no idea who has a copy of the existing keys so organise a locksmith to change locks on the day you move or shortly after.

Prescriptions

Completed....

Check you have adequate prescription medicines to cover the moving period.

Children

Completed....

If possible arrange childcare on removal day. It's not a good look if you leave them at the old premises.

THINGS TO DO 3 DAYS PRIOR TO SETTLEMENT

Organise any cheques for settlement

Completed....

If you are contributing funds to the purchase of the home, your conveyancer will call you and inform you how you should have those funds drawn and for how much. Remember, all funds need to be in the form of a bank cheque. All cheques need to be with your conveyancer no later than 24 hours before settlement.

Keys

Completed....

Ensure that the keys for your new home are going to be available.

Completed....

Survival kit

Pack a bag with a change of clothes, night clothes and essential toiletries. Include a survival kit for the other end: light bulbs, toilet rolls, torch, scissors, candles, screwdriver, pliers, allen key, matches, paper towels, utility knife, PVC tape or sellotape, cash and a note of important telephone numbers such as estate agents and conveyancers. Put this box in the boot of your car. It might also be sensible to have bin bags, shelf liners, some cleaning equipment handy in case the property you are moving into is not spic and span. Plus you might be tempted to include a bottle of champagne to celebrate your move.

Completed....

Organise a time to make your Final Inspection of your New Home

Call the Real Estate agent and make a time for the day before settlement to inspect the property before you settle. This is known as a Final Inspection. Make sure the home is in the condition you would expect. All rubbish removed & all inclusions are still at the property.

DAY OF SETTLEMENT

Completed....

Do your Final Inspection

Meet with the agent at the pre-arranged time to do your Final Inspection of the home. If there is anything you are unhappy about with the property, you must contact your conveyancer immediately.

Completed....

Food and drink

Arrange for refreshments for moving day, bearing in mind that your cooker may be disconnected. Moving is hungry work, so pack teabags and coffee, UHT milk, juice cartons, biscuits, fruit, cheese, and something easy and filling to eat. Also include plates, cups, serviettes, cutlery and sharp knife. Don't forget the kettle, a saucepan and a frying pan.

Completed....

Dinner

Plan the evening meal for move day. It may be easier to eat out, have fish and chips or have pizza, curry or Chinese delivered.

Completed....

Mobile phones

Make sure you fully charge your mobile phones.