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## MOVING CHECKLIST

Packing Date:

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Moving Day:

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Delco Contact person:

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Telephone Number:

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Delivery Date:

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Insurance Number :

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## People to advise

- The Post Office - for mail redirection
- Telephone Service Provider
- Internet Service Provider
- Electricity Authority
- Gas Authority
- Water Supply Authority
- The Bank/Building Society - transfer your accounts
- The Taxation Department
- The Electoral Authority
- Insurance companies - car, house, property etc
- Motor Registration Authority - License and Registration
- Health Insurance Fund
- Finance company
- Clubs - social, sporting etc
- Cancel/change magazine subscriptions, book club, wine club etc
- Doctor - arrange for records to be transferred
- Dentist - arrange for records to be transferred
- School - arrange for records to be transferred
- Solicitor
- Church
- Newsagent - discontinue newspaper/magazine deliveries
- Library - don't forget to return borrowed books
- Superannuation Fund
- Medicare

## Things you can do ahead of time

- Dispose of all flammable goods and prohibited items.
- Seek advice from the manufacturers of your washing machine, fridge, freezer and other appliances, as to whether they require attention prior to transportation.
- Sell or dispose of any furniture that you are not taking with you.
- Arrange for somebody to mind your children on packing and uplift days, if possible.
- Collect your family's dental and medical records.
- If renting, advise your landlord as soon as possible.
- If you are doing all or part of your own packing, obtain cartons and allow plenty of time for this task.
- Take time to accurately calculate your insurance value and complete your Insurance Declaration Form.
- Backup your computer hard disk. Ensure printer, scanner etc is prepared for transport. Seek manufactures advice if you are unsure.
- Drain waterbeds ready for transport. If special tools are required, disassemble the bed frame ready for transport.
- Disassemble any built-in fixtures and fitting, ready for transport.
- Disassemble outdoor items i.e. swing sets, cubby house etc and place all bolts, screws in an envelope for safekeeping.
- Dismantle all prefabricated furniture ready for transport, particularly computer desks, we know its a pain, but they don't travel very well at all. Place nails, screws etc in a clearly marked, sealed envelope.

## The day before your move

- If packing yourself, ensure all cartons are packed, sealed and clearly labelled ready for collection.
- Keep all valuable jewellery, passports, important documentation, money, tickets etc, with you, as this cannot travel with us and cannot be insured.
- Have your pets ready for collection. Remember to send a familiar toy along for company and reassurance during the trip.
- Empty and hose all rubbish bins and compost bins.
- Collect any dry-cleaning or laundry.
- Confirm all accommodation and travel arrangements.
- If paying for the removal yourself, have a bank cheque or correct money ready for collection by the removal crew.
- Ensure any gas cylinders have been emptied and certified by an authorized gas cylinder test station.
- Drain fuel from appliances such as lawn mowers and whipper-snippers.
- Empty, defrost and thoroughly towel dry your fridge and freezer. Quickly wipe over the inside using vanilla essence, this will assist in the prevention of odours.
- Drain washing machine hoses and leave to dry overnight.
- Disconnect stereo system and computer equipment. Tape all wires and leads together. Remember to secure the arm of your turntable and remove all CDs and tapes prior to transport.
- Please arrange to be at your home on both packing and uplift days. If you cannot attend, please have someone you trust to attend and act as your representative.