

# Household Move Planner Checklists

The process of moving is often underestimated. Thus, we have created this pre-move checklist to assist you to plan the perfect move.

## Have You Discontinued or Redirected These Services?

- Newspaper delivery
- Telephone/Internet lines
- Astro/Pay TV
- Gas and Electricity
- Water

## Notify Your Change of Address

- The post office for redirection of mail
- Your bank (to transfer your account)
- The electoral registrar
- Hire purchase company
- Your insurance company to transfer your household insurance and motor vehicles
- Your life insurance company
- Your health insurance company
- Obtain your children's school records
- Local council for rates
- Stores – where you have charge accounts
- Relatives, friends and regular correspondents
- Club Memberships
- Publications to which you subscribe
- Has your doctor or dentist recommended someone in the location to which you are moving
- Your solicitors and accountants
- Your church
- Credit card companies
- Airline frequent flyer programmes

## In Preparation for Move Day

- Ensure your move is confirmed with UTS Logistics as soon as moving dates are known
- Complete your transit insurance proposal and return to UTS Logistics
- Spring clean – discard the things you no longer want, clean out expired medicines
- Dispose of inflammables or leave for new owners (i.e. paints, turps, kerosene, petrol etc.)
- Arrange childcare for day(s) of moving (if applicable)
- Dismantle kitset furniture
- Have professionally purged BBQ/heater gas bottles
- Arrange a specialist to disconnect plasma TV's

## Keep Important Documents Together and With You

- Travel Documents, i.e. Airline tickets
- Travellers cheques and cash
- Passport, travel visas and frequent flyer cards
- Vaccination records
- Medical and travel insurance
- Drivers license
- Paperwork relating to your household goods removal
- Extra set of keys for car, luggage and house
- Jewellery
- Sunglasses
- Plan to be available on move day or have an authorized person available

### Do You Need To:

- Have your car serviced?
- Book pet transport/boarding with UTS Logistic?
- Collect any dry-cleaning?
- Return school or library books?
- Empty golf club lockers?
- Book your flights with airlines?

### The Day Before

- Defrost freezers
- Empty rubbish bins
- Drain fuel from mowers and petrol weed eaters
- Thoroughly clean garden tools, mowers, golf clubs, outdoor furniture and bikes for quarantine inspection
- Empty vacuum cleaners
- Identify items not to be packed and place in one area
- Ensure washing machine taps are turned off
- Identify the items for your "Priority Cartons" – those items you want first on delivery or the items for temporary use if going via storage
- Water plants being moved (for nationwide moves only)
- Disconnect your computer and monitor, server and printer

### Important Points to Know

- If we are storing your household goods, the following articles are classified as DANGEROUS GOODS and cannot be stored: ammunition, paint, linseed oil, turpentine, kerosene, petrol, cleaning fluids and aerosols of any kind
- Don't store perishable foods such as cereals, flour, vegetables, meat and fish
- Don't have your furniture French polished just before moving and if you are packing, don't put breakable items or liquids in drawers (i.e. perfume)
- Remember to identify any special or valuable items on our insurance proposal

### On Move Day We Need You To:

- Ensure your fridge is empty and clean
- Check everything to be packed and moved has been loaded and sign and retain a copy of our inventory list for your records

### Notes

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