

Moving Checklist



(02) 6760 7555

Eagle Eye Self Storage provides a range of supplies for packing and has a Trailer available to assist when moving possessions into or out of our storage facility. (Conditions apply on the use of the Trailer)

Note: The checklist below is a guide and while every care has been taken in putting this list together, Eagle Eye Self Storage takes no responsibility in errors or omissions from this list.

Six to four weeks prior to moving

- Contact Eagle Eye Self Storage to discuss Storage Unit sizes and availability
- If renting, give your landlord 30 days or the notice required by your lease agreement
- Discard anything that needs to be thrown away, keeping in mind that flammables such as paint, chemicals and fuel cannot be stored at our facility
- Purchase your packing supplies and boxes from Eagle Eye Self Storage
- Begin packing items that aren't regularly used, such as items in attics, garages or storage areas.
Remember: a de-cluttered house is much more appealing when being sold; some items may be moved to storage units first
- Keep a list of items being packed and clearly label each box and room. *E.g. Eagle Eye Self Storage, Master Bedroom Box #1.* Store packed boxes so as to make sorting and loading on moving day easier
- Keep an updated list of things that need to be returned before your move. *E.g. Library Books, items borrowed from friends*
- Separate the boxes and luggage needed for yourself and your family during the moving process
- Arrange the transfer of your children's school records to their new school and get the family's dental and medical records
- Start to use up your frozen food from the freezer and try not to add any more until after your move

Four to two weeks prior to moving

- Book your Storage Unit at Eagle Eye Self Storage. If moving yourself, arrange the FREE "Move in" trailer (conditions apply) and book a Moving Equipment Pack and Trolley. Or arrange for a Removalist.
- Contact your current insurer to arrange the transfer of your insurance contents policy to recognise it is in storage.
- Confirm the move with real estate agent / landlord / vendor at new location
- Arrange disconnection and reconnection of:
 - Electricity
 - Gas
 - Water
 - Telephone
 - Internet
 - Pay TV
- Arrange re-direction of mail with Australia Post
- Cancel deliveries for the old address and rearrange for the new address
 - Newspapers and Subscriptions
 - Milk / Water / Soft Drinks
 - Supermarket
- Cancel any Gardening, Pet Grooming, Ironing or Cleaning services, or notify them of the new address
- Book Carpet Cleaners and House Cleaners if required
- Plan your movements for moving day - stops, accommodation, meals etc

Two to one week prior to moving

- Drain fuel from mowers, whipper snippers and other motors before putting them into storage
- Arrange an insurance cover note on the new residence
- Collect items from drycleaners, return borrowed items such as library books
- Organise bus or public transport passes if required from new residence
- Settle outstanding accounts
- Ensure all relatives and friends are notified of your new address and contact details

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One week prior to moving

- Use the remaining food in your fridge over the last few days
- Plan for special needs (pets, children, sick people, etc) prior to, during and after the move.
- Consider having young children or pets looked after on moving day
- Keep medication and a first aid kit handy. Pack an **"Essential Items"** bag with things to assist on the day – *coffee, tea bags, water bottle, thermos or kettle, drinks, snacks, mugs, cutlery, towels, soap, toilet paper, screwdrivers, tablet or toys for children, phone chargers, pet food and bowl etc.*
- Wash and dry laundry
- Ring electricity and gas companies to organise final meter readings
- Finish packing those items you do not need the day of the move
- Confirm key collection for new residence

The day before

- Empty, defrost and clean fridges and freezers. Check they are completely dry and clean before storing, including any water trays
- Drain water from washing machines and garden hoses
- Pack personal luggage. Carry jewellery and valuable documents or items yourself
- Keep your cleaning equipment separate for the final clean of your old home
- Finish packing items and have them in a central location ready to load onto the moving vehicle
- Inspect your home fully for items that may be left behind. *E.g. statues, pots, wall hangings etc.* Pay special attention to areas outside the house, top shelves and cupboards not regularly used
- Make sure the items you need first at your destination are clearly marked

The moving day

- Disassemble beds
- Load the moving vehicle
- Don't leave the house until the movers have left. Oversee the inventory with the movers
- Check the telephone and internet service is disconnected
- Turn off all switches and water heaters at the meter
- Put out garbage and recycling bins
- Lock all doors and windows
- Meet the movers at Eagle Eye Self Storage to unload the truck
- Prior to leaving the storage facility, ensure the unit has been secured with your padlock

After moving

Notify Change of Address to:

- | | |
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| <input type="checkbox"/> Accountant | <input type="checkbox"/> Finance Companies or Advisors |
| <input type="checkbox"/> Bank / Building Society / Credit Union | <input type="checkbox"/> Hairdresser |
| <input type="checkbox"/> Centrelink | <input type="checkbox"/> Insurance Agency |
| <input type="checkbox"/> Club and Gym Memberships | <input type="checkbox"/> Magazine or Newspaper Subscriptions |
| <input type="checkbox"/> Dentist | <input type="checkbox"/> Medicare and Private Health Funds |
| <input type="checkbox"/> Doctor / Health Care Providers | <input type="checkbox"/> Other Licences – Boat / Fishing / Machinery Operator |
| <input type="checkbox"/> Driver's Licence / Vehicle Registration / E-Tag | <input type="checkbox"/> Schools / TAFE / University |
| <input type="checkbox"/> Electoral Office | <input type="checkbox"/> Solicitor |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Superannuation Fund |
| <input type="checkbox"/> Family and Friends | <input type="checkbox"/> Taxation Office |
| | <input type="checkbox"/> Vet |