

Moving Checklist



(02) 6760 7555

Eagle Eye Self Storage provides a range of supplies for packing and has a Truck and Trailer available to assist when moving possessions into our storage facility. (Conditions apply on the use of the Truck and 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, turpentine and fuel cannot be stored at our facility
- Purchase your packing supplies and cartons 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 carton and room. *E.g. Eagle Eye Self Storage, Master Bedroom Box #1.* Store packed boxes accordingly to make sorting out and loading on moving day easier
- Keep an updated list of things that need to be returned before your move. *E.g. Library Books or DVDs.*
- 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" truck or 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 or speak with Eagle Eye Self Storage staff who can assist in arranging insurance cover for items stored
- 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
- Ensure all relatives and friends are notified of your new address and contact details
- 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 snipers and other motors before putting them into storage
- Arrange an insurance cover note on the new residence
- Collect items from drycleaners, return borrowed library books, toys and DVDs
- Organise bus passes if required from new residence
- Settle outstanding accounts

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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. Keep medication and a first aid kit handy. Pack a box with things to assist on the day - tea bags, drinks, biscuits, snacks, mugs, cutlery, towels, soap, toilet paper, screwdrivers, etc.
- Consider having young children or pets looked after on moving day
- 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 hoses from washing machines and garden hoses
- Pack personal luggage. Carry jewellery and valuable documents and 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 transit vehicle
- Inspect your home fully for items that may be left behind. E.g. Statues, pots etc. Pay special attention to areas outside the house, 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 transit vehicle
- Don't leave the house until the movers have left. Oversee the inventory with the movers
- Make sure the gas and electricity meters have been read
- Check the telephone and internet service is disconnected
- Turn off all switches and water heaters at the meter
- Lock 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"/> Banks / Building Societies / Credit Unions | <input type="checkbox"/> Hairdresser |
| <input type="checkbox"/> Centrelink | <input type="checkbox"/> Insurers |
| <input type="checkbox"/> Club 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"/> DVD / Video Store | <input type="checkbox"/> Solicitor |
| <input type="checkbox"/> Electoral Office | <input type="checkbox"/> Superannuation Fund |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Taxation Office |
| <input type="checkbox"/> Family and Friends | <input type="checkbox"/> Vet |