

ELITE REMOVALS MOVING CHECKLIST

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First Things To Do:

1. As soon as you know your move date, book your ELITE Removals team.
2. Formally notify the landlord of your intention to vacate the premises.
3. Tell your new landlord of your moving schedule.
4. Organise for a storage facility if you need one.

Preparing Your Stuff

1. Create a list of items you no longer need or want.
Give them to a charity, friends and family or hold a garage sale. The less clutter you have, the easier it will be to pack
2. Order quality removal boxes and packing materials.
3. Start packing.
*This is a long job - allow at least 2 weeks.
If you don't have time Elite Removals can provide professional prepackers.*
4. Label all boxes with the room they belong in at the new place.
5. Write the contents on top of each box as you pack it.
6. Create a special 'move day' bag.
7. Put in it your keys, prescriptions (anything you need easy access to).
8. Dismantle larger furniture, or leave it for the moving professionals.
Put all bolts, brackets, screws etc in a labelled and sealed bag, then stick it firmly to the underside or in a drawer of the item they belong to.
9. Dismantle outdoor furniture - watch out for spiders.
10. Drain the oil and petrol in the lawn mower and other mechanical items.
11. Backup your computer's hard drive.
12. Organise for a rubbish removal service.
13. Drain and disassemble any waterbeds.
14. Take the remote garage door opener out of your car!
15. Return any DVDs, games and or library books.

16. Use everything in the fridge before the move day.
17. Defrost the freezer.

Before Your Move

1. Get any critical repairs done to the house.
2. Book in a professional cleaner.
3. Organise a property inspection with the landlord after the cleaner.
4. Get your home and contents or car insurance reviewed.
5. Book an elevator in your unit to use on the move day.
6. Organise house settlement times and changeover of keys.
7. Settle outstanding bills with any of the utility companies you use.
8. Arrange to have sufficient money to cover the move.
9. Arrange to have your telephone, Internet, pay TV, gas, electricity disconnected and reconnected at the new place.

Moving Day

1. If all loose items are packed and the floors are clear your removalists can work much more efficiently.
2. Empty Fridge of all food.
3. Check all the cupboards before you leave.
4. Lock all the doors and windows as you leave.
5. Arrange to have sufficient money to settle payment for the move.
6. Check the back of the truck before the moving professionals leave.

After Moving Day

1. Notify utility companies of your change in address.
2. Notify friends and family of your new address, telephone number etc.
3. Start unpacking.
4. Hold a house warming party!

RELAX AND ENJOY YOUR NEW HOME.

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