

# Harcourts

## Moving House Checklist

When moving house, there are several things that need to be done in order to prepare for your new home and make a smooth transition from your current home and return of the bond. The following checklists are designed to help you better prepare for and manage the tasks involved. You may tick the items off as you go to help you keep on track.

### Disconnect/redirect utilities

- Electricity
- Water
- Gas
- Telephone
- Internet
- Pay TV

### Advise necessary parties of your new address

- Australia Post for mail redirection
- Family and friends
- Employer
- Schools/Universities
- Daycare centres
- Banks
- Credit providers
- Insurance providers
- Medicare
- Private Health Fund
- Australian Taxation Office
- Superannuation Fund
- Roads and Traffic Authority
- Electoral Commission
- Mobile phone provider
- Accountant
- Solicitor
- Doctor
- Dentist
- Sporting clubs
- Magazine subscriptions

### Getting ready to move

- Book a removalist most suited to your needs
- Arrange insurance for goods in transit
- Disassemble any larger items, e.g. beds
- Clean out fridge and pantry
- Defrost the fridge and freezer

- Empty gas cylinders for barbeque
- Drain fuel from lawnmower etc
- Throw away any rubbish
- Back up your computer hard drive
- Return DVD's and library books
- Collect dental, medical and school records
- Organise packing materials
- Pack belongings into boxes
- Label boxes clearly with room destination
- Mark items to be handled with special care
- Book a cleaner for your current home
- Arrange childcare for moving day
- Ask someone to mind pets on moving day
- Organise steam cleaning for the carpets

### Plan ahead for your new home

- Connect utilities that could not be redirected
- Organise home and contents insurance
- Book a cleaner for your new home

### Final check

- Turn off water, gas and electricity
- Check cupboards, storerooms, sheds, under the house
- Lock all doors and windows securely
- Hand over keys to managing agent

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## Cleaning House Checklist

Clean the property thoroughly or get a professional company to perform this for you. When cleaning check against the following list:

### Kitchen

- Clean inside/outside out all cupboards
- Wash all countertops and surface areas
- Clean inside and outside of oven, microwave, dishwasher, fridge, defrost freezer (if supplied)
- Clean cooktop, grill and rangehood
- Clean sink and taps, including descaling
- Clean windows, window sills/tracks, window and door frames and fly screens
- Sweep/vacuum and wash floors

### Bathroom

- Clean sink, toilet and bath including taps
- Clean tiles
- Remove any mould from walls/tiles and ceiling
- Wash shower curtain / clean shower doors or enclosure
- Clean all surface areas, shower rails and mirrors
- Sweep and wash all floors

### Other rooms

- Dust and wash all surfaces
- Dust and wash door and window frames and window sills/tracks
- Clean mirrors
- Dust fans
- Wipe outside of air conditioning units, clean filters
- Clean out any cupboards or wardrobes
- Dust and clean skirting boards
- Vacuum and wash floors

### Outdoor areas

- Mow grass, weed and trim edges (if applicable to lease)
- Sweep external areas
- Empty and wash out bins
- Remove any oil stains on driveway or in garage
- Remove cobwebs

### General

- Remove all rubbish from property
- Get carpets cleaned as specified in the tenancy agreement