

HARCOURTS MOVING GUIDE

Remember to cancel

- o Newspaper and/or milk delivery
- o Telephone, internet and cable TV
- o Gas, water and electricity (arrange a final meter reading)

Organise for moving day

- o Obtain supply of boxes (the supermarket can be one supplier)
- o Get packaging tape and heavy marker pens
- o Arrange for furniture removal (get quote, confirm time)
- o Arrange care of your children on moving day
- o Make suitable arrangements for any pets
- o Arrange transit insurance and contents and fire insurance for your new home
- o Organise shifting times with the purchaser of your old property and the previous owner of your new one

Notify your change of address to

- o Bank, credit card and charge card companies
- o Post office for redirection of mail
- o Elections registrar
- o Registrar of motor vehicles and drivers license
- o Tax department
- o Insurance companies
- o Hire purchase or finance companies
- o Investment companies
- o Local council
- o Clubs and organisations
- o Police (if you own and store firearms)
- o Friends and relatives
- o Magazine subscriptions
- o Doctor, dentist, accountant, lawyer

Don't forget

- o Clean the stove and defrost the fridge/freezer
- o Tidy the yard
- o Ensure that the chattels that have been sold with the property aren't accidentally packed
- o Disconnect all appliances
- o Disconnect the TV aerial
- o Return any borrowed items
- o Throw out items that you don't intend taking with you
- o List valuable items for special care when moving
- o Advise removal company of dangerous goods being moved (i.e.ammunition, petrol, spirits, chemicals)
- o Securely pack all jewellery, money, special documents and papers (i.e. legal, tax, insurance etc)
- o Set aside items you will need on the day of the move so you can take them with you (i.e. food, drinks, cleaning products)
- o Pack each room leaving the boxes stacked and labelled with the room they are to be moved to. It is a good idea to write on each box a list of its general content
- o Clearly label boxes containing breakables as 'fragile' and identify these items to the removal people
- o Pot and pack away the plants and cuttings you're taking
- o Explain your packing procedure to the removal people and be at your new home when they arrive

Don't...

- o Put breakables or liquid filled containers in drawers
- o Overload drawers and make furniture too heavy to move (too much weight can damage furniture)
- o Move netting, barbed wire, timber, wood, coal etc without special arrangements being made
- o Store perishable goods where they might be overlooked

Make arrangements to

- o See your solicitor to sign transfer documents / mortgage discharge documents
- o Enrol children in new school
- o Coordinate the forwarding of any files from the children's previous school to their new one

Organise for your new home

- o Contact Harcourts Complete to connect your gas, electricity and telephone. Ask your sales consultant for details
- o Newspaper delivery
- o Telephone
- o Internet and cable TV connection
- o Gas, electricity and water

The week before moving

- o Remind and confirm dates, times and locations for furniture removal company
- o Confirm moving in/moving out details and key exchange with your Harcourts consultant
- o Say goodbye to neighbours

One last check

- o Nothing left behind?
- o No clothes at the dry cleaners?
- o No gear stored away from your property?
- o Electricity, gas and telephone disconnected?
- o Water turned off and no taps left running?
- o Windows and doors latched?
- o Keys with solicitor (if appropriate)?

After it's all over

- o Have spare keys cut
- o Make an insurance claim if any damage has occurred during the move
- o Teach children how to get to their new school
- o Enjoy your new home and keep in touch. We'd love to hear how you're going