



# MOVING CHECKLIST

## A SIX WEEK GUIDE TO YOUR MOVE

### 6 WEEKS TO GO

- Arrange a quotation with BFR and book your relocation.
- Plan your packing and discuss with BFR. We can supply all packing materials and can offer a full packing service.
- Make travel arrangements for your pets and vehicles.
- Sort, discard or donate unwanted items. Consider holding a garage sale or giving items away.
- Investigate your Home Removals Insurance with Associated Marine on 1800 009 796.

### 2 WEEKS TO GO

- Finalise your inventory and make sure you have notified us of all the items to be relocated.
- Book a professional cleaner.
- Contact family, friends and businesses regarding the change of your address.
- Use up all frozen foods in the freezer unless you are moving locally.
- If you are packing yourself, start this week.
- Dispose of garden chemicals, paints, fuel and other flammable items.
- Burn off the gas from your BBQ. Clean out your BBQ to prepare it for transit. We do not relocate gas bottles.
- Make arrangements to have pets looked after during your move or arrange for pet transportation.
- Arrange for your phone, electricity, gas, water and cable to be disconnected and reconnected in your new home.

### 1 WEEK TO GO

- Confirm all booking including vehicles, pets and cleaning.
- Redirect your mail with the Australian Post Office.
- Make a list of things to do on Moving Day.
- Make sure the fuel is emptied from your lawn mower.
- Book elevator access if required and make special arrangements for parking or access for the removalists.
- Pack luggage for the things you will need immediately after moving and while in transit.
- Continue to pack and label your boxes. Boxes should not exceed 15 kilograms to avoid splitting and damage to your personal effects. Make sure everything that can be packed is packed safely in a box.
- Dismantle any furniture that needs disassembling before moving unless this is to be done by your removalist. Place all screws, bolts and other small attachments from the furniture into a small self-sealing bag and tape to the base of the items, or label clearly and place in a box that will contain items of this kind.

### 1 DAY TO GO

- Prepare your washing machine according to the manufacturing specifications.
- Defrost and clean out your fridge and freezer. Wiping the inside surface with vanilla essence is recommended.
- Remove all items from inside your cupboards or drawers.
- Separate packed items that you want to keep with you, including wallet, important documents, camera, etc., and place in an area where they will not be collected.

### MOVING DAY

- Make sure all your items are packed, marked, dissembled and ready for uplift.
- Reserve parking for the removalist (2-3 car spaces).
- Pack yourself a survival kit that includes items for your moving day and while in transit.
- Collect/return all keys for the new owner or agent.
- Make a final check of your property for any forgotten items, check your cupboards, sheds, garage, outdoor areas, and ensure the removalist has collected all items to be relocated.
- Separate any items you have packed and will be taking with you in an area away from the removalists.