

MOVING GUIDELINES

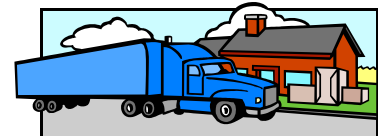
Buying and selling a property can be stressful, no doubt about it! But something even more stressful is the actual PACKING AND MOVE!!! All that 'junk' to go through, clothes to sort out, boxes to pack, organising removalists, YUCK!! It gives you a headache just thinking about it.

Because we care about our clients and like them to be as stress free as possible we have created this 'Moving Guidelines' for you that will hopefully keep you smiling and less stressed, during what normally can be a stressful time.

Packing your belongings!



- Before starting to pack your belongings, arrange for a removalist. Make sure you get a minimum of 3 quotes from different removalists. Don't forget to check that the Removalist Company is providing you with the proper insurance so that your belongings are protected in transit and can be replaced if anything happens to them. Be happy with the price! Look out for any extra fees before giving the Removalist Company your business. The best way to ensure this is to get a written quote, which sets out all the terms and conditions and what the insurance covers you for. If you are going to be packing your belongings yourself, you need to ensure that you are not going to be charged for the removalists to do it for you.
- Have a look at the Australian Furniture Removers Associations (AFRA), when deciding on your removalist. Click on the following link to view their website. <http://www.afra.com.au/>
- If you are not moving into your new home straight away, check out the storage facilities in the area. Find out the cost of storage and how you can retrieve your items and gain access if required. Make sure they are clean and secure. You don't want to put your items into a storage facility that has leaks water and will damage your belongings.
- Organise some moving boxes, bubble wrap for those breakable items, large markers, lots of tape, a knife! If you are using a removalist, try and organise with them for some boxes a few weeks ahead of your moving day. Don't forget to find out if the boxes and tape are supplied as part of your quote.
- Go through your house and garage and with different coloured post it notes and flag your belongings. For example use purple for 'junk & toss or sell', yellow 'pack first', pink 'pack last'. Sometimes what is one man's trash could be another man's treasure, so consider selling those items that you no longer use on e-Bay, Gumtree or even having a Garage Sale. You may even make some extra pocket money to buy some new items for your new home!



- As you begin the packing process mark on each box what the contents are. Number each box and keep an inventory of what is in each box. This way you will know exactly what is in the box before you unpack and you can then decide if it is a box that needs to be unpacked straight away or at a later date. We have created an 'Inventory of Property List' to help you with this process. Try and keep a digital copy on a USB Flash Drive, but don't forget to keep a hardcopy in a folder that you have easy access too.
- Store the boxes that you 'pack first' in a spare room or somewhere out of the way for the next few weeks until moving day. Try and keep those items that you use all the time out until the end. This way you won't be unpacking and repacking boxes and tearing your hair out!
- Prepare a 'Moving kit'! Place in a large storage container or box those essential items you will need for that first night in your new home! Include things such as:
 - Kettle,
 - Cups & drinking glasses (at least 4 of each)
 - Teaspoons
 - Some plates, maybe even a small saucepan or fry pan
 - Tea, coffee, sugar (don't forget to get the milk on the way)
 - Cold drinks, i.e. water, some soft drinks, juices or cordial for the kids;
 - Some snacks, maybe some biscuits or pick up some fresh fruit along with the way;
 - A couple of sharp knives or scissors (to help open those boxes);
 - Toiletries, toothbrush, soap, toothpaste, toilet rolls, towels,
 - Garbage bags, light globes, a hammer and some nails (to hang up those paintings/pictures)
 - Cleaning products.
 - A big bottle of champagne or a case of beer to celebrate your new home!!



Things to do before Moving Day

- Give Notice to your Landlord (if applicable). Try and get a reference from your Landlord. It may come in handy someday.
- If moving to a new area, take a day to go and check out the facilities nearest to your new home. For example, shops, doctors, new school for the kids, nearest vet your pets, etc. Don't forget to arrange the transfer of records (school, medical, etc).



- If you have large appliances (such as a fridge) or big lounge suite, try and organise with the real estate agent some access to your new home and take some measurements of where you will be putting your belongings. It may be that you need to get a smaller fridge or a new lounge suite that will fit in the lounge room.
- Let's not forget our pets! Make sure all the fences to your new home are secure so your friends don't get out and get hurt!
- Start using up some of those items in the fridge and freezer. Why not use the opportunity to have a Farewell BBQ with friends and neighbours.
- Start organising the disconnection of your services, e.g. electricity, gas, Foxtel, etc and arrange for new services to be connected to your new home. Why not have a look at Direct Connect website that can help you in this regard. Click on the link to access the website. <http://www.directconnect.com.au/>
- Start backing up all your computer files before disconnection. Store the backups in a separate box from your computer equipment.
- Get rid of any unwanted items. You may need to hire a skip or Ute or trailer. Check with your local council about free road side collections. Many Councils offer this free service a number times a year.
- Mow the lawns and tidy up the garden.
- Have a house cleaning with some friends or relatives. Why not combine it with that Farewell BBQ that uses up all those items in the fridge and freezer! If you really don't want to do that house cleaning maybe organise a house cleaner to do it for you!
- If you have young children try and arrange for a baby sitter. It can be difficult to pack up a house when you have little ones underfoot.
- Organise insurance on your new home. This will always be a requirement of your bank and you will need to provide your bank and/or Solicitor/Licensed Conveyancer with a copy of your new insurance policy.
- Arrange a redirection of your mail with Australia Post.



Things to do on Moving Day

- If you have booked a removalist, confirm the booking, time of arrival and get the mobile number for the removalist truck. If you are moving yourself and have organised to hire a truck, pick up your moving vehicle. Always load heavy items first. Don't forget to leave room in the car for your 'moving kit'.
- Once everything is all packed up and loaded, go through the house and check all cupboards, drawers and storage areas for any items you may have missed. Don't forget to check the roof space; you may have stored some boxes of old baby clothes up there or what about the Christmas tree and lights!
- Clean up where necessary.



- Turn off all taps, lights, switches, appliances and the hot water system.
- Do one final check of the house.
- Be nice – leave a note for the new owners letting them know when garbage bin collection day is, how to turn on the hot water system, where to find the remotes for the air conditioning or garage, where any additional keys are located, etc.
- Hand in the keys to real estate agent.
- Contact your Solicitor/Licensed Conveyancer and let them know that the property is vacant. Be sure to give them a contact number so they can reach you and let you know when settlement has all been done. Don't forget to give them a new forwarding address as well.
- Say farewell to your home!

Things to after the move!

- Notify Roads & Maritime Services of the change of address and get your licence updated.
- Check all your change of address notices has been processed.
- Pop open the bubbly, celebrate and enjoy your new home!

