

# MOVING CHECKLIST

## 6 Weeks To Go

- **Book your move** with John Ryan Removals
- Talk to John Ryan Removals about insurance options
- Using a floor plan of your new home, plan where you will place your furniture
- Consider your existing furniture and arrange to sell or donate items you no longer need. Facebook Marketplace, Gumtree and garage sales are all great options!
- **Plan your packing** with John Ryan Removals. Would you like us to pack for you? Or are you happy to do your own packing? Do you need **storage**?
- If you have decided to self-pack, organise the delivery of **boxes and packing materials** (tape, bubble wrap, etc.) from John Ryan Removals

## 1 Week To Go

- If needed, organise any **special access** requirements for John Ryan Removals - e.g. parking and lift access
- Arrange with the Post Office to have your mail re-directed
- Reconfirm travel arrangements for your vehicles and pets.
- Remove batteries if you are planning to store any powered items
- Organise an electrician if you are taking any light fittings with you
- Establish cut off or reading dates for electricity, water, phone and gas. John Ryan Removals can organise the transfer for you.
- Collect any dry cleaning or post office deliveries if you are moving interstate
- Dispose of any food you don't need, or consider donating. Try to use up as many food supplies as possible without purchasing more.

## 3 Weeks To Go

- Advise John Ryan Removals of **settlement times**
- Check your garden, the garage/shed, under the house
- Use up all frozen food in your freezer
- Dispose of garden chemicals, paints, fuels and other flammable items as suggested by each supplier
- Make arrangements to have your pet cared for on moving day. If travelling interstate, John Ryan Removals can organise transport via JetPets.
- **Start packing this week** if you have elected to self-pack.
- Label every carton by room. Keep a separate list of the contents for your reference.
- Begin dismantling any furniture that requires it. Keep all bolts and screws in a zip-lock bag and secure to the furniture.
- Begin to contact key contacts regarding your upcoming change of address - refer to the list of **essential contacts**



If you are ever in doubt,  
contact our team for expert  
moving advice.



**John Ryan Removals**

03 9797 3600

[www.johnryan.com.au](http://www.johnryan.com.au)  
[@johnryanremovals](https://www.instagram.com/johnryanremovals)

# Moving Tomorrow

- If John Ryan Removals are packing your items for you, today will be the day.
- If travelling an extended distance by car, check oil, water and tyres
- Finish off any laundry and begin packing your final items
- Pack luggage and your 'survival kit' - e.g. toiletries, cleaning supplies, snacks, coffee, towels etc, to have on hand during moving day.
- Ensure all food, cleaning and toiletry items are sealed tightly in plastic bags or containers. Dispose of anything open and perishable.
- Finalise your packing. Make sure all items are on your inventory and each box is numbered as per your inventory.
- Defrost and clean out your fridge and freezer. Wipe the inside of your fridge with vanilla essence - it will prevent build up of mildew and nasty smells.
- Check that all drawers and cupboards are empty - inside and outside the house.
- Leave your forwarding address and contact details for the new occupants.
- If the house will be vacant for a while, notify the police.



## Moving Day

- **Ensure** there is **convenient parking** available for us before we arrive
- If you can't be there, ensure you have an agent there on your behalf.
- Ensure your pets and Children are being safely looked after elsewhere.
- Meet with our lovely moving staff - they will give you all the information you need to ensure a smooth moving day.
- Ensure your keys are kept somewhere safe.
- Make a final check of rooms, cupboards, storage areas and the garage.
- Turn the power off to the house, tighten taps and ensure all gas and electrical switches are off. Lock all windows and doors

## Your New Home

- If renting, conduct a walk through before delivering furniture, documenting the state of the property.
- Have the removalists place heavy furniture in the room and position how you would like it. Leave the heavy lifting to us!
- If your goods are coming from storage or interstate, check the inventory carefully and sign off on it once you are satisfied all listed items are accounted for.
- Check the gas, power and telephones are connected.
- Turn on the hot water system.

## Essential contacts

Below is a list of key people and businesses you may want to notify of your new address.

- Doctor surgery
- Accountant
- Lawyer
- Vet
- Dentist
- Private Health Funds
- Bank and Financial Institutions
- Shares and Investment companies
- Schools
- Council
- Australia Post
- VicRoads -  
(Within 7 days)
- Insurance
- Memberships
- Subscriptions
- Newspapers
- Library
- Employers
- Superannuation
- Sporting clubs
- Government departments
- Tax Office -  
(Within 7 days)
- Electricity, Water and Gas



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