



## Countdown & What To Do

### SIX Weeks To Go

Start a central file for your move documents.	
Book PRS for your relocation.	
Create a floor plan of your new home and plan the placement of furniture.	
Look at your present furniture and arrange to sell (garage sale, gumtree, ebay) items that will not be required at your new house.	
Plan your packing - discuss a packing and unpacking quote with PRS.	
If packing yourself. organise proper equipment such as boxes, tape, labels, marking pens etc.	

### TWO Weeks To Go

Check the garden.	
Check the garage.	
Check the shed.	
Check under the house.	
Hold a garage sale or speak to PRS about getting rid of unwanted furniture to dump or sell.	
Use up all frozen foods in the freezer, unless you are moving locally.	
Dispose of garden chemicals, paints, fuel and other flammable items as suggested by the supplier.	
Have BBQ cylinders purged by a certified Gas Cylinder Test Station.	
Make arrangements to have pets looked after for at least 1 day before your move.	
Make sure your pets have all been vaccinated before you move.	
Arrange school, daycare etc, transfers.	
Start packing this week if you are doing it yourself.	
Label every box by room identification. Keep a separate list of contents for your own reference.	

<b>Two weeks to go continued.....</b>	
Contact family, friends and businesses regarding the change of address. Work through the <b>PRS change of address checklist</b> .	
If any furniture needs to be dismantled before moving, begin to do this this week. Put all bolts and screws and other small attachments that make up the furniture into a small self sealing bag and tape to the base of the item, or, label clearly and place in a box.	
PRS can perform disassembly and reassembly of beds so you don't have to.	
If you are driving your car any distance to the new address, have the vehicle checked.	
Arrange telephone, electricity, gas and water supplies for your new home.	
Return library books, and videos/DVD's and items borrowed from friends.	
If a boat or trailer is being included in the load, make sure all items within the boat are secured.	
Purchase a street directory of the city or town you're moving to, essential if you are moving to a major city.	

### **ONE Week To Go**

Arrange with the Post Office to have all your mail redirected.	
Cancel newspapers and any other deliveries being made to your present home.	
Re-confirm travel arrangements for the vehicles and care for your pets. Your pets may be becoming anxious when they see all the upheaval. Ensure they are enclosed at all times so they don't disappear.	
Make a list of things to do on moving day.	
If you have a waterbed, make arrangements to have the prepared as per the manufacturer's specifications. This may mean having a contractor come the day before you leave.	
If battery powered items are going into store, or overseas, remove all batteries.	
If you are taking special light fittings with you that need to be disconnected by an electrician, organise this now.	
If you haven't drained the fuel from your lawnmower, or other containers, do this now.	
Establish cut off or final reading dates for electricity, water, phone and gas.	
Collect any articles that are being repaired or loaned out.	
Dispose of any items that did not sell. Contact PRS if you require assistance.	
If needed, make special arrangements for parking or access for the removalist at your new home.	
Book a vacate/ end of lease cleaner. <b>See PRS's preferred partner list for options.</b>	

## TWO Days To Go

Arrange the necessary finance for payment on moving day. PRS have EFTPOS for quick payment.	
If travelling any distance by car, check the oil, water and tyres etc.	
Pack luggage or those things you will need immediately after moving.	
Collect dry cleaning.	
Do the laundry, fold and pack.	
Dispose of remaining chemicals, flammables and garbage. Do not tip poisons down the drain.	
Make sure all jars, bottles and cans containing non flammable liquids are tightly sealed and packed in waterproof containers or plastic bags.	
If you are keeping blinds and curtains take down and pack now.	
Conclude your packing. Make sure all items are on your inventory, and each box is numbered and matches your inventory.	

## ONE Day To Go

If you are having things professionally packed, this will happen today as per your instructions.	
Separate any items you have packed and will be taking with you from those to be packed and place in an area from which they will not be collected. This includes jewelry, handbags, cameras etc.	
Defrost and clean out your fridge and freezer. Wiping the inside surface with vanilla essence will prevent any build up of mildew or nasty smells. Check with the manufacturer if the motor needs to be secured.	
Dispose of food items that are open and will go off within 2 days.	
Wash and dry all dishes ready for packing.	
Clean out your medicine cabinet and properly dispose of unwanted drugs.	
Check all your drawers and remove items that are heavy, fragile or have liquid inside.	
Prepare your washing machine according to manufacturer's instructions. PRS can do this for you.	
If you have a waterbed, have this prepared for packing.	
Leave your forwarding address and contact number for the new owner/ occupants of the house.	
If the house will be vacant for a while, notify the police or neighbours.	

## MOVING Day

When the removalists arrive, make sure they know where they can park their vehicles.	
If you can't be there you will need to appoint an agent to act on your behalf.	
Walk around the house with the removalists to show them exactly what you want done. Show them what you want as soon as you arrive at the new house. They will pack these first.	
Pack yourself a survival kit with toiletries, tea, coffee, milk and other drinks, personal items, first aid kit, spare clothing, tea towels and other dish cleaning equipment.	
If you still have pets at home, make sure they are confined and keep children out of the removalists way.	
Collect all house keys.	
Place all items that are being transported by yourself securely in your car boot out of sight, locking all doors and keeping the keys in your pocket.	
Make a final check of all cupboards, cabinets and storage areas to make sure nothing has been left behind.	
Make a final check in all sheds and the garden area.	
Before the removalist leaves, walk around and check all areas. If moving interstate or going to storage check and then sign the inventory.	
Turn off the power to the house, tighten all taps, make sure the gas and all electrical switches are off.	
Lock all doors and windows.	

## Your NEW Home

If renting, conduct a walk through property condition report as provided by your property manager.	
Have the removalists place heavy furniture in the room and position you want it in. It may be difficult to rearrange heavy items once in place.	
If your goods are coming from interstate, overseas or storage, check the inventory carefully and sign of on it once satisfied all items on the list are accounted for.	
Locate all keys to your new house.	
If you are concerned about security, have all the locks changed. See PRS partner list.	
Check that the gas, power and telephone are connected.	
Turn on the hot water system.	
Ensure your pets are safe while settling in.	
When appropriate speak with your immediate neighbours.	
If any maintenance or other works are required, check the PRS Partner list and request a quote.	