

## PACKING YOUR HOME

- Obtain packing materials – different size boxes, bubble wrap, newspaper, tape etc
- Contact a removalist to book a date and time – ideally you should move out the day prior to settlement
- Note any dangerous fragile items to be moved and advise your removalist
- Securely pack any confidential documents, jewellery, or money
- Pack each room and colour code boxes
- Give the removalist a colour coded floor plan of your new residence and colour code boxes to match each room so that they know which room to place boxes
- Pack quick access items such as clothing, toiletries, medicines that you will need while the move is in progress
- Have a “Pack Last” box
- If you have any pets, think about how you will manage them throughout the move
- Organise care for your children on moving day
- Schedule time off work
- Donate, sell or dispose of any unnecessary items

## BEFORE THE MOVE

- Cancel Gas and Electricity and arrange for connection at your new residence
- Cancel Telephone and Internet and arrange for your new residence
- Redirect your mail to your new home
- Change your address with electoral roll
- Notify your insurance company you have sold your property and arrange insurance for your new home
- Confirm booking with removalist
- Work out how you will complete your “Exit” clean – will you clean, do you need to book a cleaner
- Tidy the garden and remove any rubbish
- Ensure vacant possession is given - all items should be removed from the premises except items that you and the purchaser have agreed to leave
- Ensure all appliances and lights are working
- Write a list for the purchaser – like when bins are collected and any specific details they should know
- Confirm with your conveyancer that settlement date is confirmed and what time it is booked

## ON SETTLEMENT DAY

- Check in with conveyancer in case there has been a change in settlement time
- Call removalist to confirm time
- Walk through your home one final time to ensure everything is packed and cleaned
- Hand over keys to the Real Estate Agent
- Be at your new home before the removalists arrive so you can help direct where furniture is placed
- Say goodbye to your neighbours
- Take a photo with your old home and say goodbye!