



THE ULTIMATE MOVING PREPARATION CHECKLIST

For saving you time, making your move easier and keeping your moving company accountable.



The Ultimate Moving House Checklist

Moving can be one of the most stressful events we face. It represents a large amount of change over a short time-frame. However, having a plan and a checklist to work from can reduce the stress and allow us to feel more in control.

Bundaberg Removals have put together this concise "Ultimate Moving House Checklist" to help with your next move. It includes recommended timings and some great tips to make moving easier.

Ready to make a move? Get a [free quote now](#)

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About Bundaberg Removals

We've been an Australian-owned family business since 1990 when we began as a single vehicle operation. Today, we supply a full range of removal, packing and storage services locally, Australia-wide and internationally.

Customers appreciate having a local team who turns up on time, works efficiently and treats their home with respect. With thousands of successful moves behind us, the trust our community places in us is our strongest measure of success.



We're a proud member of the
Australian Furniture Removals Association



Planning to move house

They say that failing to plan is planning to fail. Things can get hectic quickly, so having a moving house checklist to follow will help in our planning and reduce the stress. This checklist is broken into several time frames and there is a tip section at the end that is worth having a look at.

Four to six weeks before your move	DONE
Do some research around your new home and its location; schools, supermarkets, public transport, neighbourhood demographics, etc.	
Organise moving boxes, tape, bubble wrap and butchers paper for packing - speak to your removalist about their recommendations for packing. Purchase boxes from your removalist as these are designed for commercial transportation. Boxes from your local hardware store are not.	
Contact removalists. Ask about services they offer, what they advise for your needs, and their packing and storage options.	
Arrange pet care for the days immediately prior to, and the day of your move (You don't want to be looking for a stressed out cat or a dog on the loose as well).	
Book in some annual leave around moving day, particularly a couple days before and after. This allows for last minute requirements, and gives you some down time before going back to work.	
Where needed, book transport for motorbikes, boats, camper trailers, etc. Some removalists can assist with these services.	
If moving overseas, ensure passports are up to date, organise flights, visas, currency, credit cards and accommodation details and keep them secure (see tip on putting together an ESSENTIALS box).	
Create a folder for organising paperwork in relation to your move - mortgage/lease documents, etc. Keep this in your ESSENTIALS Box.	
Spring Clean - now is the time to declutter! Why pay to move stuff that you can donate or throw out.	
Begin taking notice of mail being delivered to your address and create a list, so you can easily update your details.	



Three weeks before your move	DONE
Contact suppliers to organise the final meter readings for water, electricity and gas. Aim to have these readings completed close to the moving date.	
Contact school, day-care, sporting clubs for transfer of relevant documents.	
Obtain a floor-plan of the new house to consider furniture placement. Measure spaces to ensure furniture and appliances fit (beds, fridge, freezer, washing machine etc).	
Book your removalist. Let them know about street access, steep driveways, overhanging trees etc. Also let them know about best access doorways, tight hallways or corners they may have to navigate.	
Book in any cleaning needed in your current home e.g. carpets, bond cleans. If you are leasing, check the contract for requirements around this. Supply these booking dates with your property manager.	
Make sure your new home will be cleaned, including the oven and carpets.	
Make a note of special items that will require special care to move. Store them separately from the main moving boxes & mark them as fragile.	
Contact insurance companies to update the new address details to take effect as of the moving house date.	
Organise utilities for internet, telephone, electricity and gas. Make sure they're connected in both houses if you're departing and arriving on the same day, especially for electricity which you may still need on the day of the move.	
Start packing things you won't need for the last couple of weeks before your move. Work through the shed, under the house, the garage etc.	
Arrange a rubbish pick-up or a skip bin to help with the spring clean.	



Two weeks before your move	DONE
Arrange for family or friends to mind small children on moving day.	
Check if there are any moving instructions for major appliances.	
Confirm when you can collect your keys. Let your removalist know what time you'll be able to be onsite at your new house.	
Disassemble outdoor items and children's play equipment.	
Label all moving boxes clearly, include the room the box is for and what it contains. Number each box.	
Prepare an inventory list of the moving boxes, the box number, room and contents for ease of unpacking.	
Service the car, especially if moving a substantial distance or interstate.	
Contact the removalists if they haven't already advised regarding what they are unable to carry (eg, gas bottles, fuel cans, etc).	
Update your details for electoral roles, drivers licence, registrations, etc.	
Fill any prescriptions prior to the move.	



One week before your move	DONE
Organise to have mail redirected, have it held or ask a trusted neighbour.	
Update contact details with banks, employers, schools, clubs, etc.	
Check all utilities are/have been connected, and hot water service is on at your new house (a good shower after moving is incredible).	
Contact new local council for garbage collection services and new residents information.	
Dismantle all furniture that comes apart. (Eg. beds, any furniture that was originally purchased flat-packed). Place any screws or bolts into a zip lock bag, write on the bag which furniture it belongs to and store in the ESSENTIALS Box.	
After the last use of the lawn mower, clean the mower and drain the fuel in preparation for the move.	
Have security checked at your new home. If concerned, book a locksmith to swap locks.	
If your house will be empty for a while, inform the police and neighbours.	
Keep all family and pet medical records, dental records and school records together for the move in the ESSENTIALS Box.	
Pick up any dry cleaning.	
Advise of changes or cancel services such as the babysitter, gardener, cleaner, etc.	
Plan to carry all important legal documents & jewellery yourself in your ESSENTIALS Box.	
Prepare an action plan for moving day, what needs to happen, and when. Check out our checklist for Moving Day as a starting point.	
Re-direct newspaper & magazine subscriptions, and discontinue any delivery services.	
Return all borrowed or rented items such as library books, DVDs, etc.	
Start packing your NECESSITIES Box with bed linen and towels.	



Two to three days before your move	DONE
Prepare all tech items for travel eg. computer, printer, laptops. Backup all hard drives.	
Make sure you have cash available for any last minute expenses. Have moving costs and finances organised (including takeout for dinner on moving day).	
Do a final check in the shed, garage, garden shed and tops of cupboards.	
Have everything ready for the new house - meters read, garage remotes, house keys, air conditioner controllers etc. Ask if there is anything you need to know eg automated sprinklers, gate codes etc.	
Lightly water indoor plants and pack them in plant moving boxes (usually plastic lined).	
Have pet food, bowls, medications in an accessible box.	
Prepare a friendly note for the new residents coming into your current house. Advise them of any relevant information (garbage collection, neighbourhood watch, etc) to help them settle in.	
Farewell current neighbours and leave your new address details with them just in case.	
Unplug and tie up appliance cords.	

One day before your move	DONE
Organise an esky and ice to transport fridge items. Empty and defrost the fridge.	
If leasing your current house, complete exit reports and take photos.	
Finish packing your NECESSITIES Box.	
If leasing your new house, complete the entry form (prior to furniture and moving boxes going in) and take photos as evidence.	



Moving day	DONE
Check off all items as they go into the removalist truck.	
Do a final check through your current house. Then lock all doors and windows. Turn power off.	
Remove garage door remote from car.	
Return all keys and remotes to the real estate agent.	
At completion of unloading, check that you're happy with the condition of your furniture.	
Notify your removalist right away if there is something missing or damaged.	

Two to three days after your move	DONE
Ensure all meters have been read at your new property.	
If you're leasing, return the entry report to the real estate.	
Introduce yourself to your new neighbours.	
Set a reminder for any address details that can't be changed until a set time after your move, such as your electorate details or drivers license (depending on state rules).	



Tips to make your move just that bit easier

- Set aside 2 moving boxes and label them **ESSENTIALS** and **NECESSITIES**.
 - › **The ESSENTIALS Box**

For the important things like TV remotes, keys, zip lock bags (containing screws, bolts and tools for the reassembly of beds and furniture), moving paperwork, important family and pet documents (medical, school, etc).
 - › **The NECESSITIES Box**

Contains life's necessities; the kettle, tea and coffee, medications, easy breakfast foods, children's special toys, phone chargers, toiletries, snacks, corkscrew, light bulbs and stanley knives (to open moving boxes), bed linen and towels, and a spare change of clothes for everyone.
- From about 10 days prior to your move, start grocery shopping with purpose. Only buy what you absolutely need. Start using up all of the food in the freezer prior to the move.
- As you pack, prepare an inventory of everything you own, noting any scratches or dents. As part of this process label all moving boxes clearly, giving each box a number, the room it is for, and contents. This helps with the inventory, but is also a great way to prioritise unpacking.
- Assemble beds as a priority, especially for children. It helps maintain children's routines, and there is nothing better than hopping into a clean bed after a hectic day of moving.
- When packing, a good rule of thumb is that the larger the box, the lighter the contents. Use smaller moving boxes for heavier items.
- Always place heavier items at the bottom of the box and lighter items on top.
- Instead of using newspaper to wrap breakables, which can dirty items due to the print, simply use crushed butchers paper.
- If you go with a professional packing service, make sure you leave out a couple of sets of clothes and items you will need for the day prior to moving, moving day and the day after.
- For your own peace of mind, take personal and sentimental items in your car with you.
- After you have moved into your new house, keep cats inside for at least a few days to de-stress and get familiar with their new house.

Bundaberg's most trusted removalist team

At Bundaberg Removals we understand the stresses of moving home or re-locating your business. We supply a complete moving service from packing boxes to short or long term storage.

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Members of AFRA

We adhere to strict operational and service standards set by the Australian Furniture Removers Association.

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