



MOVING CHECKLIST

A planning checklist to make for a less stressful move

8 WEEKS BEFORE MOVING DAY

- ☐ Create a "Moving File" for your quotes, receipts and other important information.
- ☐ Create a floor plan of your new home for furniture and appliance placement.
- ☐ Make an inventory of your household goods and start removing clutter.
- ☐ Prepare to have a moving sale - 3 weeks before you move is usually a good time.
- ☐ Check with your accountant for possible tax deductions including moving expenses.
- ☐ Get a **PODS quote online** or **call 1800 467 637** to talk with our Customer Care team.

6 WEEKS BEFORE MOVING DAY

- ☐ Get appraisals on any antiques, artwork, musical instruments and other valuables.
- ☐ Begin using frozen foods and cleaning supplies that cannot be moved.
- ☐ Make a list of friends, relatives and businesses to notify of your move.

4 WEEKS BEFORE MOVING DAY

- ☐ Schedule delivery of your PODS Container/s. **Call 1800 467 637.**
- ☐ Use moving blankets to protect your items from damage during transportation. Moving blankets and other supplies can be rented or purchased from www.auspods.com.au/boxes.
- ☐ Confirm your possessions have insurance coverage during transit and at the facility. Consider the amount of PODS Contents Protection Cover you may wish to purchase.
- ☐ Schedule connection of utility services at your new home, including electricity, gas, water, Pay TV, Internet, telephone.
- ☐ Schedule the disconnection of utility services at your old home. If renting, don't disconnect the power until after your final bond inspection has taken place. If you have any "final month" deposits with your electricity company, don't forget to request a refund.
- ☐ File a change of address with Australia Post.
- ☐ Purchase locks for your new home or arrange to have them installed upon moving in.
- ☐ Arrange for cleaning and repair of furniture, carpeting and curtains.
- ☐ Gather personal and family records including medical and dental, veterinary and school records, legal and financial documents, birth certificates, passports and insurance documents.

3 WEEKS BEFORE MOVING DAY

- ☐ Hold your moving sale or post your items on Gumtree, eBay or Facebook. Donate leftover items to charities.
- ☐ Properly dispose of items that cannot be moved or thrown out such as chemicals, pesticides, flammable liquids and batteries.
- ☐ Cancel newspaper delivery or change the address of any current magazine subscriptions.

2 WEEKS BEFORE MOVING DAY

- ☐ Service your car in preparation for the move.
- ☐ Return any borrowed items such as library books and retrieve all borrowed items.
- ☐ Prepare car registrations for transfer if you moving to another state.
- ☐ Transfer all prescriptions and be sure you have an adequate supply of medications.
- ☐ Assemble a file folder of information to leave for the new owner of your home.

1 WEEK BEFORE MOVING DAY

- ☐ Confirm your PODS Container pickup, delivery date and address of your new home.
Call 1800 467 637.
- ☐ Send change-of-address cards to everyone who will need to contact you.
- ☐ Assemble a backpack with your cheque book, credit cards, phone records, identification, torch, keys, mobile phone charger, small camera, toiletries, paper plates and cups, towels, travel alarm clock, bottled water, first aid kit and games for the kids.
- ☐ Pack a suitcase with clothing and other personal items.
- ☐ Pack a portable TV/stereo as you may not get around to unpacking and connecting that big screen TV for a few days.
- ☐ Make child care arrangements for moving day.

THE DAY

BEFORE MOVING DAY

- ☐ Make sure your PODS container padlock keys are in your possession.
- ☐ Have an adequate amount of cash for any travel expenses you cannot pay for with a credit card.
- ☐ Empty, defrost and clean your refrigerator & freezer at least 24 hours before.
- ☐ Vacuum and make arrangements for disposing of any remaining rubbish.
- ☐ Disconnect and prepare major appliances. Separate anything that will travel in your car.
- ☐ Pack an esky with drinks and snacks if you are travelling by car.
- ☐ Pack a box of items that you will need right away at your new home and label this box "load last". Place closest to the PODS container door so that you can access it right away.
- ☐ Check every room, cabinet, cupboard and garage one last time before deciding everything is loaded.
- ☐ If pets are travelling with you, make sure you have an adequate supply of food, medications, leashes, travel cage and water dish packed in the car.

MOVING DAY

- ☐ Take note of your utility readings.
- ☐ Leave a note with your contact information in the house so that the new residents can forward any items left behind or stray mail.
- ☐ Keep a friend or family member informed of your moving schedule and contact information in case of an emergency or unforeseen event.

DELIVERY DAY

- ☐ Be sure someone is at your new home when your PODS container is delivered.
- ☐ Ensure your utilities have been connected.
- ☐ Check your possessions carefully as soon as possible to make sure nothing has moved during transit.