**CHECKLIST – PLANNING YOUR MOVE**

**THREE WEEKS BEFORE THE MOVE**

Collect items you no longer want to keep and give them to the local charity, or have a garage sale, or take them to your local tip.

Find new homes for any plants that are not being relocated

Organise childcare for the day of the move if necessary

Organise for someone to look after your pets the day before and after the move

If you are using a moving company now is the time to book one in as they may book out quickly on your moving date (for example on a weekend)

Arrange home and contents insurance for your new property. Your bank will often need a copy of this as part of your finance application

**TWO WEEKS BEFORE THE MOVE**

Gather moving supplies (newspapers, bubble wrap, boxes, tape, scissors, rope/string).

Start packing items that will not be used before the move

Label boxes with their contents and the room to which it will be delivered. Keep a list of what is in each box and number them to make it easier to sort

Place legal, medical and insurance records in a safe and accessible place

If you are arranging a cleaner for your previous property it is best to look into now

**A WEEK BEFORE THE MOVE**

Fill any prescriptions that will be required

Start using any frozen food and perishable goods

Notify organisations/people of your change of address. You may also need to arrange for connections of services to the new address

**A FEW DAYS PRIOR TO THE MOVE**

Pack all essential items and have all boxes clearly labelled by now

Drain fuel from lawn mower, empty gas cylinders or bottles

Use or dispose of any food you will not be taking with you

**THE DAY BEFORE THE MOVE**

Defrost your freezer, empty and clean out your refrigerator

Do the laundry

Pack your last couple of boxes

Pack a small moving back to keep with you containing the following: snacks, water, mobile phone, wallet, first aid items, wet weather gear, tape, & keys

Pack a box of essentials for when you arrive at your new home eg. tea, coffee, sugar, kettle, mugs, cutlery, paper plates and plastic cups, long life milk, breakfast items, garbage bags

Make sure that sheets and pillowcases are easily accessible to make beds for your first night in your new home