

**Disconnect Utilities**

You should be disconnected from your utilities. Notify relevant services at least 48 hours in advance. You may be able to redirect these services to your new address, so its all ready when you arrive.

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Gas         | <input type="checkbox"/> Water     |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Telephone |

**Redirect**

- |                                |   |   |
|--------------------------------|---|---|
| <input type="checkbox"/> Bills | <input type="checkbox"/> Magazine Subscriptions | <input type="checkbox"/> Phone Number (if applicable) |
| <input type="checkbox"/> Mail  | <input type="checkbox"/> Internet Connection    |   |

**Advise friends, business & associates of your new address**

Go through your address book and send out change of address cards. You can buy these from the post office or have them cheaply printed at your local instant printer. Alternatively, you can email your new address to people.

- |  |   |                                     |
|--|---|-------------------------------------|
| <input type="checkbox"/> Friends   | <input type="checkbox"/> Family                 | <input type="checkbox"/> Work       |
| <input type="checkbox"/> Sporting Groups                                     | <input type="checkbox"/> Doctor                 | <input type="checkbox"/> Dentist    |
| <input type="checkbox"/> Banks   | <input type="checkbox"/> Accountant / Solicitor | <input type="checkbox"/> Tax office |
| <input type="checkbox"/> Road Authority for Drivers Licence and Registration | <input type="checkbox"/> Credit cards           | <input type="checkbox"/> Insurance  |
| <input type="checkbox"/> Electoral commission                                |   |                                     |

**Getting ready to move**

- |   |  |
|---|--|
| <input type="checkbox"/> Get quotes from removalists and book the one most suited to your needs           | <input type="checkbox"/> Pack fragile items yourself                             |
| <input type="checkbox"/> Arrange insurance for goods in transit (your removalist may cover this)          | <input type="checkbox"/> Mark each carton with the room number it's intended for |
| <input type="checkbox"/> Prepare floor plan of your new house and number rooms for boxes                  | <input type="checkbox"/> Mark items to be handled with special care              |
| <input type="checkbox"/> Pack jewellery and valuables and take them yourself or arrange a special carrier | <input type="checkbox"/> Defrost the fridge and freezer                          |
|   | <input type="checkbox"/> Throw out rubbish in sealed bags.                       |
|   | <input type="checkbox"/> Water the garden for one last time                      |
|   | <input type="checkbox"/> Don't forget the pets                                   |

**Plan ahead for your new home**

- |   |  |
|---|--|
| <input type="checkbox"/> Prepare to have the carpets cleaned      | <input type="checkbox"/> Prepare for utilities to be connected |
| <input type="checkbox"/> Prepare to clean cupboards and bathrooms | <input type="checkbox"/> Arrange house and contents insurance  |

**Final Check**

- |   |   |
|---|---|
| <input type="checkbox"/> Turn off the water, gas, electricity                       | <input type="checkbox"/> Lock up securely, leaving some ventilation |
| <input type="checkbox"/> Check all cupboards, storerooms, sheds and under the house | <input type="checkbox"/> Hand over keys to agent or new owner       |

***Enjoy your new home!***