WridgWays
A SANTA FE COMPANY

MOVING CHECKLIST

Global Specialists in Local, Interstate and International Moving

We make it easy

SUSTAINABLE CERTIFICATION ISO 14001 Endorsed Environmental Management System

SUSTAINABLE CERTIFICATION AS/NZS 4801 Endorsed OHS Management System

SUSTAINABLE CERTIFICATION ISO 9001 Endorsed Quality Management System

MEMBER afra Australian Furniture Removers Association

MEMBER OF FIDI GLOBAL ALLIANCE

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Moving home is an important time for you and your family. It involves much more than moving your belongings; there's the excitement of a new house, new surroundings and new neighbours, plus a whole lot of organising and planning to do.

Many household items weren't made to be moved and can therefore be difficult to move without damage. Make sure your belongings are well-packed, moved by someone you trust and insured against mishaps.

WridgWays Moving Checklist is filled with moving house and packing tips.
It's just another way that we make it easy.

4-8 WEEKS BEFORE MOVING DAY

- [ ] Create a central folder to store all of your moving documents (e.g. quotes, receipts etc.)
- [ ] Decide which items you are keeping and which items you wish to sell, store or donate.
- [ ] If you have a lot of rubbish, book a skip or hard waste collection.
- [ ] Obtain an accurate quote to ensure a stress-free moving experience. It's best to have one our expert consultants visit your home for a free no obligation in-home survey to assess your belongings.
- [ ] Arrange Insurance for your belongings in case of loss or damage during transit as Home and Contents Insurance is unlikely to cover all aspects of your move. WridgWays offers multiple cost effective insurance options.
- [ ] Advise your removalist of any items that will need special attention or care during your move. WridgWays will provide special protective packing materials or crating if required.
- [ ] Sign, date and return your "Quotation Acceptance". Ensure all required documentation is returned to your moving consultant at your earliest convenience.
- [ ] Take time to accurately complete your "WridgWays Insurance Declaration Form."
- [ ] Advise your landlord (if you are renting), ensuring you give at least a month's notice when required.
- [ ] Arrange secure storage facilities if required (WridgWays offers both short- and long-term secure storage at an affordable price).
- [ ] Finalise and lock in your moving date.
- [ ] Speak to your moving consultant to arrange house cleaning, pet or vehicle transport requirements.
- [ ] Collate important documents (e.g. birth certificates, medical records, wills, house titles etc.) and store in a waterproof/fireproof case.
- [ ] Research information on your new location – supermarkets, hospitals, parks, schools, etc.
- [ ] Arrange somebody to mind your children or pets on packing and uplift days if possible.
- [ ] If you are doing all or part of your packing, obtain boxes from our office and allow plenty of time for this task.
- [ ] Carefully read your "WridgWays Dangerous Goods and Prohibited Items Guide" and dispose of all flammable goods and dangerous items.
- [ ] Seek advice from the manufacturers of your white goods and other appliances as they often require attention (e.g. most front-loader washing machines and fridges require transit bolts to be fitted and ice makers to be drained).
- [ ] Disassemble any fixtures and fittings you will be bringing with you, ready for transport.
- [ ] Disassemble all prefabricated furniture ready for transport, particularly computer desks.

KNOW BEFORE YOU GO*

+ No food items are to be included in consignments requiring storage.
+ Dispose of items that cannot be transported by your moving company (see **"Dangerous Goods and Prohibited Items Guide"**).
+ If your destination is Tasmania or Western Australia thoroughly clean and remove all traces of soil and vegetation from flower pots, garden tools, lawn mowers, golf clubs/buggies and outdoor items. Strict Quarantine Laws apply in these states company (see **"Dangerous Goods and Prohibited Items Guide"**).

*WridgWays will not be responsible for consequences resulting from failure to action above items.

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1-2 WEEKS BEFORE MOVING DAY

- [ ] Ensure all accommodation and travel arrangements are booked and confirmed.
- [ ] Ensure fuel and oil is drained from fuel-driven appliances such as lawn mowers and whipper snippers.
- [ ] Make sure any gas cylinders have been emptied and certified by an authorised gas cylinder test station. Your local garage may assist. Please do not do this task yourself.
- [ ] If you have a front-loader washing machine, ensure transit rods are securely fitted. Arrange for a service technician to fit them for you. This is critical as the washing machine will be permanently damaged if transported without transit rods. The moving crews are not permitted to fit transit rods as it requires a service technician to do so.
- [ ] Remove pumps, water bottles and batteries from push bikes.
- [ ] Dismantle pre fabricated computer desks, hutches and wall units. The locking mechanisms in prefabricated furniture regularly vibrate loose during transit, causing the item to collapse and suffer severe damage for which your removalist cannot be held responsible.
- [ ] Disassemble outdoor items including swing sets, cubby houses etc., and place all bolts and screws in a clearly marked zip-lock bag.
- [ ] Arrange to be at your home on packing and moving day. You must be present at all times whilst the removalists are in your home packing, throughout loading and at delivery. Any stoppage of work may result in additional charges. If you cannot be present during any part of your move you will need to arrange for a person (18+ years) to be present and act as your representative.
- [ ] If paying for the removal yourself, please ensure payment is confirmed 3 days prior to moving day.

1 DAY BEFORE MOVING DAY

If packing your own belongings, ensure all boxes are packed, sealed and clearly labelled ready for collection.

- [ ] Keep all valuable jewellery, passports, important documentation, medical documents, travel and insurance documents, money, tickets, etc., with you as this cannot travel with WridgWays.
- [ ] Prepare your pets for their journey. Remember to send a familiar toy along with them for the trip.
- [ ] Clean and spray dog kennels, empty and clean fish tanks and bird cages.
- [ ] If WridgWays has arranged transport for your car, have it ready for collection and ensure you have removed all personal belongings.
- [ ] Prepare electrical goods for transportation as per manufacturer's specifications.
- [ ] Remove all waste from your kitchen including bins, pantry, etc.
- [ ] Empty and hose out all rubbish/compost bins.
- [ ] Empty, defrost and thoroughly towel dry your fridge and freezer. Quickly wipe-over the inside using vanilla essence to keep it fresh, and prop the door open with a tea towel to prevent mould.
- [ ] Drain washing hoses and leave to dry overnight. It is your responsibility to ensure your washing machine is stabilised prior to removal.
- [ ] Ensure the remote garage door openers for your old and new homes are easily accessible.
- [ ] Get a good night's sleep and leave the rest to WridgWays.

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MOVING DAY

Moving day is finally here! Although you are probably organised, here are some last minute items to make sure you've checked off.

- [ ] Take the removalist around your home and provide clear instructions
- [ ] Ensure that all boxes containing essential items are easy to access and clearly labelled
- [ ] Carry all valuables and important paperwork with you
- [ ] Do one last house clean (or have WridgWays do this for you)
- [ ] Make sure all taps, electrical switches and lights are turned off
- [ ] Lock doors, windows and collect all keys
- [ ] Check that nothing has been left behind

Now sit back, relax and let WridgWays take care of the rest!

REMEMBER TO UPDATE YOUR ADDRESS WITH THE FOLLOWING AUTHORITIES AND SERVICE PROVIDERS:

- [ ] Post Office – for mail redirection
- [ ] Utilities – WridgWays can organise to have your utilities connected on move-in day
- [ ] Bank, credit card institutions, credit unions, superannuation and finance companies
- [ ] The taxation department
- [ ] Solicitor/Accountant
- [ ] Electoral authority
- [ ] Insurance companies – car, house, property, etc.
- [ ] Vehicle registration authority
- [ ] Health insurance fund
- [ ] Family, friends and neighbours
- [ ] Your doctor, dentist, and other health care providers – collect all records
- [ ] Club memberships – social, sporting, etc.
- [ ] Schools – arrange for records to be transferred
- [ ] Vet* – obtain pet records, vaccinations, etc.

*If you have a pet remember to change/update its registration with your local council

Should you need advice or assistance, please do not hesitate to contact your nearest WridgWays office on **1800 225 916** or visit our website **wridgways.com.au**