



KEYSTART

Change of Address checklist

Make sure you don't forget to tell anyone you've moved by using this handy checklist.

Who to tell	Phone no.	Done	Who to tell	Phone no.	Done
Family	<input type="checkbox"/>	Phone Company	<input type="checkbox"/>
Friends	<input type="checkbox"/>	Australian Taxation Office	<input type="checkbox"/>
Employers	<input type="checkbox"/>	Sporting Associations	<input type="checkbox"/>
School	<input type="checkbox"/>	Clubs	<input type="checkbox"/>
Doctor	<input type="checkbox"/>	Motor Vehicle License	<input type="checkbox"/>
Dentist	<input type="checkbox"/>	Motoring Organisations (e.g. RAC)	<input type="checkbox"/>
Banks	<input type="checkbox"/>	Opticians	<input type="checkbox"/>
Building Society	<input type="checkbox"/>	Newspaper/Magazine Subscriptions	<input type="checkbox"/>
Credit Card Companies	<input type="checkbox"/>	Charities	<input type="checkbox"/>
Insurance Companies	<input type="checkbox"/>	Mail Order Companies	<input type="checkbox"/>
Share Registrars	<input type="checkbox"/>	Social Clubs	<input type="checkbox"/>
Rental Companies	<input type="checkbox"/>	Professional Organisations	<input type="checkbox"/>
Pay TV	<input type="checkbox"/>	Other	<input type="checkbox"/>
Post Office	<input type="checkbox"/>			
Alinta Gas	<input type="checkbox"/>			
Water Corp	<input type="checkbox"/>			
Western Power	<input type="checkbox"/>			

Handy Tips for Your Move

You'll save yourself a lot of time and a lot of stress if you plan your move well in advance. It's best to start planning as soon as you know the date you'll be moving.

Following is a planner that will help you concentrate on what needs to be done, and when you need to do each task.

About one month before moving

- Notify your landlord (if you have one).
- Contact your telephone company to organise the cut off of your existing number and reconnection/ installation of a line at your new home.
- Contact both your gas and electricity suppliers (e.g. Alinta Gas / Western Power) and advise that you will be the new owner of the property.
- Start collecting packing materials such as boxes, newspaper, masking tape and bubble wrap.
- If you think you'll need some time off work to move, remember to apply for leave from your employer.
- Take the opportunity now to throw out all of the things you don't need or won't use.
- Contact your local council to find out if they will be having a roadside collection in the near future – this will save on fees at the tip.
- Start compiling a separate list of everyone you need to notify of your change of address. This includes friends, schools, newspaper and mail deliveries.

A fortnight to go

- Start considering whether or not you wish to move everything yourself or if you'll hire a removalist to do all the hard work.
- If you wish to hire a removalist, get a few quotes and make sure you book the company for the time and date you want to move.
- Will your existing home contents insurer cover your contents in transit when you move?
- Start telling everyone you've included on your change of address list.
- Organise with Australia Post to redirect mail on date of move.
- Sketch out a plan of your new home and decide which rooms will be used for what purpose.
- Start packing (don't leave it until the last minute!)



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