



- BIPS GROUP**
- Building Inspection Professionals Sydney
 - Building, Industrial, Property Services
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Moving House Checklist

1. Declutter:

- Go through your belongings and decide what to keep, donate, sell or dispose of.
- Start decluttering at least a few weeks before moving day to avoid last-minute stress

2. Create a Moving Binder:

- Keep important documents such as moving quotes, contracts, and the new lease / ownership paperwork in one organized binder.
- Include a checklist of tasks to be completed before, during and after the move.

3. Notify Important Parties:

- Notify your landlord or real estate agent about your move-out date.
- Set up mail forwarding with the post office.
- Update your address with Banks, Credit Card Companies, Insurance Providers and Utility Companies.
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4. Packing Supplies:

- Gather packing supplies such as boxes, bubble wrap, packing tape, markers for labelling, and protective coverings for furniture.

5. Start Packing:

- Begin packing non-essential items well in advance of moving day.
- Pack room-by-room to stay organized and ensure items from each room are kept together.

6. Arrange for Moving Services:

- Research and book a reputable moving company. Enlist friends or family to assist as well.
- Confirm the moving date, time and details with the moving company a few days before the scheduled move.

7. Pack an Essentials Box:

- Pack a box with essential items you will need on moving day and for the first few days in your new home.

- Include items like toiletries, a change of clothes, medications, important documents, basic kitchen supplies, and snacks.

8. Prepare Appliances:

- Defrost and clean the refrigerator and freezer the day before moving.
- Disconnect and prepare other appliances for the move according to manufacturer's instructions.

9. Finalize Packing:

- Pack a separate box with valuables such as jewellery, important documents and sentimental items to transport personally.
- Make sure all boxes are securely taped and labelled correctly.

10. Moving Day:

- Arrange for someone to assist with pets or children on moving day.
- Thoroughly check all rooms, closets, and storage areas before leaving to ensure nothing is left behind.

11. Moving Out:

- Clean the empty house, including floors, walls and appliances, if required by your lease agreement.
- Return keys to the landlord, real estate agent or new homeowners as necessary.

12. Complete a final walk through:

- Inspect the property for any damage and address any necessary repairs with your landlord.

13. Settling Into Your New Home:

- Unpack essentials and set up basic furniture first.
- Take time to explore your new area, locate emergency services, and get acquainted with nearby amenities.

14. Apply For a Return of Security Bonds or Deposits:

- With the real-estate agent, landlord or State Housing Authority.

15. Update the New Address:

- Go Online or jump on the phone and update your new details with schools, universities, employers, gyms, membership, social groups, sporting clubs or friends and family.

***Remember, moving can be a stressful process, so it's important to stay organized and give yourself plenty time to prepare.
Be kind to yourself during the process.***

Good Luck with your move from all the BIPS team.

Reach out if we can help with any of our other services as well.