



30-Day Vacating Checklist



4 WEEKS OUT

With about a month left in your home, now is the time to start planning out your future.

- Work with your agent to map out your next destination**

It's also the time to start preparing for the actual move.

- Arrange for a removalist. Depending on your circumstances you may need to also contact a storage company**

Remember, you can always ask your trusted agent, friends and family members for recommendations.

- Assemble packing boxes, materials to wrap breakables, packing tape**

Assuming you will be doing at least some of the packing yourself, make sure you have plenty of supplies.

Expect a conveyancer to provide a checklist of what to expect, both during and post-sale.

- Review checklist to ensure you are meeting your legal obligations**
- Prepare list of all utility suppliers to contact**

This will include the power company and others.

3 WEEKS OUT

With only about three weeks to go, you'll need to really start getting organised.

- Pack the belongings you can**

Now is also a good time to start sorting through some of the extra clutter you did not take care of before your home went up for sale.

- Get rid of items you don't plan on taking with you**

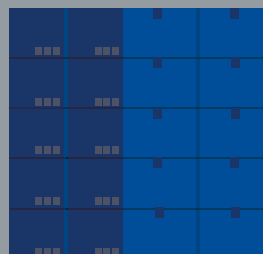
This is a great time to hold a garage sale, donate some of your unneeded items to friends or to charity, or simply dispose of or recycle things that can no longer be used. This is also a time to gather all of your most important items.

- Assemble important documents and store in a safe place**

This could mean a safe deposit box / service or putting together a special moving box that won't leave your sight. This should include your home's sale record.



Start preparing
for the move



Store important
documents in a
safe place



Start notifying everyone who needs to know about your move.

2 WEEKS OUT

With two weeks to go, you'll want to ensure that you notify everyone who needs to know about your impending move.

Take services out of your name

You'll also want to pay off any remaining utility bills while you're at it. Of course, this is often taken care of at settlement, but you will need to sort out gas, electricity and others. In addition, start notifying everyone who needs to know about your move.

Change address with relevant entities and/or get your mail redirected

Don't forget about the most common ones, such as:

- | | |
|--|---|
| <input type="checkbox"/> Australia Post | <input type="checkbox"/> Banks |
| <input type="checkbox"/> Department of Transport | <input type="checkbox"/> Phone Company |
| <input type="checkbox"/> Centrelink / Medicare | <input type="checkbox"/> Utility Providers |
| <input type="checkbox"/> Superannuation Fund | <input type="checkbox"/> Insurance Provider |
| <input type="checkbox"/> Schools | <input type="checkbox"/> Local Council |

Now is also the time to complete any last minute tasks.

Make required home and property improvements or repairs

Remember to hold on to those records and preserve them for possible tax purposes.

Make a plan for young children or pets on moving day

Consult with your agent and conveyancer

They can help you ensure you've already met or are in the process of meeting any contractual obligations.

1 WEEK OUT

With only one week left, there's still plenty to do.

Clean the home or arrange for a bond cleaner

It's important to leave your home in the same condition as you sold it, whether you clean it yourself or hire an outside company.

Confirm last minute details

It is especially important to get in touch with your removalist, if you are using one. Confirm the date and time you need them, confirm where your possessions are headed, and any other specifics you may have.

Make minor touch-ups

While any major improvements should already be complete, now is also a good time to patch up any nail holes or complete minor painting jobs.

It's moving day!



MOVING DAY !

Finally, the big day is here!

The good news is you followed a plan and you did it! To help make the next 24-hours as smooth as possible make sure you have:

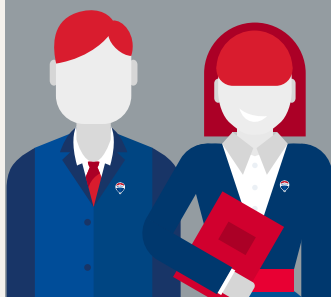
Designated one person to answer questions and direct removalists

This will greatly benefit your move. Also, don't forget to do a couple of quick things before you leave:

Go room to room, ensuring all of your possessions are accounted for and moved out

Make sure the home is in the same condition as it was at purchase

Although not legally required to clean, it's obviously a good practice to leave your home tidy for the new owners. Again, it needs to be in the same condition as you presented it at time of purchase.



Consult with your agent and ensure you're ready for the move!

CONGRATULATIONS!