



SANTA FE  
WRIDGWAYS  
MOVING SERVICES

# We make it easy moving checklist

**FIVE STAR  
SERVICE**



Freecall: 1800 225 916 | [www.santafewridgways.com](http://www.santafewridgways.com)

# We make it easy moving checklist

## Things to do well ahead of time:

- Carefully read your Santa Fe Wridgways Dangerous Goods Listing and dispose of all flammable goods and prohibited items.
- Speak to Santa Fe Wridgways to arrange your house cleaning, pet or car transport requirements.
- Seek advice from the manufacturers of your washing machine, fridge, freezer and other appliances as they often require attention.
- Sell or dispose of any unwanted furniture.
- Arrange for somebody to mind your children or pets on packing and uplift days, if possible.
- Collect your family's medical and dental records.
- If renting, advise your landlord.
- If you have a pet remember to change/update its registration with your local council.
- Research information about your new location: supermarket, hospital, petrol station, schools, etc.
- If you are doing all or part of your packing, obtain cartons from Santa Fe Wridgways and allow plenty of time for this task.
- Take time to accurately complete your "Santa Fe Wridgways Insurance Declaration Form".
- \*Disassemble any built-in fixtures and fittings, ready for transport.
- \*Disassemble outdoor items i.e. swing sets/cubby houses and place all bolts and screws in a clearly marked envelope.
- \*Disassemble all prefabricated furniture ready for transport, particularly computer desks.
- Sign, date and return your 'Quotation Acceptance'. Ensure all required documentation is returned to your moving consultant at your earliest convenience.
- Remember to let your neighbours know!

*\* Santa Fe Wridgways can provide this service for you, simply ask your consultant for a quote.*

## Things to do one week ahead of time:

- Ensure all accommodation and travel arrangements are booked and confirmed.
- Ensure fuel 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.
- Collect any dry-cleaning or laundry items.

Don't forget to  
collect your 10 **FREE**  
moving boxes!

Simply present this checklist to your  
nearest Santa Fe Wridgways branch.



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## Remember to advise these people of your change of address:

- Post Office – for mail redirection
- Telephone and Internet Service Provider
- Electricity, gas & water supply authorities
- Your bank, credit card institutions, credit unions and finance companies
- The taxation department
- Electoral authority
- Insurance companies – car, house, property, etc.
- Motor registration authority
- Health insurance fund
- Hire purchase company
- Family & friends
- Your doctor
- Your dentist
- Clubs – social, sporting, etc.
- Magazine subscriptions, book club, wine club, etc.
- Cable television provider
- Schools – arrange for records to be transferred
- Solicitor
- Superannuation
- Vet – obtain pet records, vaccinations, etc.
- Memberships – gym, golf membership, etc.
- Newsagent – discontinue newspaper/magazine deliveries
- Library – don't forget to return borrowed books
- Organisations – go through your wallet and look at your cards to see what other organisations you need to notify (loyalty cards, hairdressers, service/trades people).

## Tasks to perform the day before your move:

- If packing yourself, ensure all cartons 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 Santa Fe Wridgways.
- Have your pets ready for collection. Remember to send a familiar toy along for the trip.
- Empty and hose all rubbish/compost bins.
- Pack items separately that you will need straight away, including a box of toys for the kids.
- If paying for the removal yourself, please ensure payment is confirmed prior to moving day.
- Empty, defrost and thoroughly towel dry your fridge and freezer. Quickly wipe-over the inside using vanilla essence to keep it fresh!
- Drain washing machine hoses and leave to dry overnight. It is your responsibility to ensure your washing machine is stabilised prior to removal, please consult the manufacturer for guidance. Helpful video:  
<http://www.youtube.com/watch?v=GdK18ZFtzAA>
- Prepare electrical goods for transportation as per manufacturer's specifications.
- Disconnect stereo system and computer equipment. Tape all wires and leads together. Remember to remove all CDs and DVDs.
- Please arrange to be at your home on both packing and uplift days. If you cannot attend, please have someone you can trust to attend and act as your representative.
- Remove all waste from your kitchen – bins, pantry, etc.
- Take the remote garage door opener out of your car.
- Get a good night's sleep and leave the rest to Santa Fe Wridgways.

