

## Your **Altus** Personal Guide to Settlement & Moving House for Buyers

At Altus, we are very aware that moving house can be challenging. As your move approaches, there are many items to attend to. An organised approach is essential, and the following may be of assistance.

### Several Weeks Prior to Move

<b>Moving Home - Tasks</b>	<b>Completed?</b>
Select a removalist. Obtain two or three comprehensive quotes and ensure you discuss insurance.	
Send notification cards - it's the best way of informing people about your change of address.	
If renting, advise the owner or managing agent, giving the required 28 days notice in writing	
Advise gas ( <b>Alinta 13 13 58</b> ) , electricity ( <b>Synergy 13 13 53</b> ) and water providers ( <b>Water Corporation 13 13 85</b> ) . Arrange final readings, the disconnection of each and then arrange for reconnections at the new address.	
Advise Australia Post and have your mail re-directed to your new address.	
Advise telephone provider for disconnection and reconnection of phone services at your new home.	
Advise WA Roads for changing the details on your registration/license at <b><a href="http://www.dpi.wa.gov.au/licensing">http://www.dpi.wa.gov.au/licensing</a></b> or ph <b>13 11 56</b>	
Advise banks, credit card institutions, credit unions and finance companies.	
Advise Insurance companies (house, contents, car, life)	
Advise solicitors, stockbrokers and superannuation firms.	
Advise Electoral Register.	
Establish which local council you will be moving in to and they will be able to inform you which day the garbage is collected in your area.	
Advise Doctors and Dentists. Establish the nearest medical centre to your property.	
Advise any subscriptions (journals etc) of your change of address.	
Advise your local library and don't forget to return any overdue books	
Close or transfer club memberships. e.g. video, gym, sports clubs etc	
Why pay to move items you no longer want? Start afresh. It is amazing the number of things you will discover, in the process of moving, that you don't need. Possibly consider having a garage sale!	
If you plan to do some or all of your own packing start well before your moving date. Start with seldom used articles. Make sure you identify each box carefully and nominate which room it should be placed in. (For Packing boxes and bubble wrap consider 9317 4420)	
Prepare an inventory of everything and carry it with you on moving day	

<b>Preparing for Settlement</b>	<b>Completed?</b>
Contact my Settlement Agent and ask them to confirm that the banking deadlines (of both parties if applicable) have been met or are on track to be met.	
Contact my Settlement Agent and ask them to ensure that all requirements regarding title (for example: selling of a deceased estate) have been addressed and rectified.	
Been contacted by my Altus agent and a date and time for the pre-settlement inspection has been arranged and confirmed.	
Decide whether I will have two other people for the inspection. If so notify them of day and time.	

## In Week Prior to Move

<b>Pre-Settlement Inspection. Check</b>	<b>Completed?</b>
All electrical is in working order (unless stated otherwise on the Offer and Acceptance contract) - ie power outlets, lights, pool pump and lights (if applicable), dishwasher, air conditioner/s (check zones), heating (if applicable) – manuals are available.	
All plumbing is in working order (unless stated otherwise on the Offer and Acceptance contract) - ie running water, flushing toilets, reticulation – manuals are available.	
All gas is in working order (unless stated otherwise on the Offer and Acceptance contract) – ie stove, heater, hot water (if applicable) – manuals are available.	
Keys for doors and window locks (if applicable)	
Names of service providers such pool care, lawn and gardener	
Any conditions that I had to address that were stipulated and agreed upon on the Offer and Acceptance form (such as repair work and all gas, electrical and plumbing is in working order) have been addressed and rectified.	
<b>Moving Home - Tasks</b>	<b>Completed?</b>
Cancel all delivery services, such as the daily newspaper.	
Contact Cable Television Company and arrange for new connection (if applicable)	
Tidy the garden, cut the lawns and remove any rubbish. It is wise to empty fuel from lawn mowers, lamps and fuel heaters. Also empty any gas bottles – they have been known to explode in removalist trucks!	
Collect/return anything outstanding e.g. dry cleaning and anything that has been in for repair.	
Confirm arrival time with removalist.	
Arrange a permit for 'on-street' parking (if required).	
Defrost the fridge the night before your move.	

## In Day/s Prior to Move

<b>Preparing for Settlement</b>	<b>Completed?</b>
Advised my settlement agent of my contact details leading up to and on the day of settlement.	
Collected, sorted and marked all keys in my present property	
Been notified by my Altus agent when the sellers are intending to leave the keys. (They are entitled to retain them until 12.00 Noon the day after settlement if they reside in the property or until immediately after settlement if they do not.)	
Know when I will be collecting keys from Altus Real Estate.	
<b>Moving Home - Tasks</b>	<b>Completed?</b>
Keep valuable documents and keys handy.	
Make a final inspection to be sure nothing has been forgotten. Look through closets, garden sheds and the garage.	
Ensure everything is turned off and locked.	
Supervise placement of furniture and cartons.	
Check the telephone, electricity and gas are all connected (in your new home).	

## HAPPY MOVING!!