

Your **Altus** Personal Guide to Settlement & Moving House for Sellers

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

Moving Home - Tasks	Done
Australia Post have a site devoted to moving efficiently. This is well worth a look http://www.moving services.com.au	
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 (Alinta 13 13 58), electricity (Synergy 13 13 53) and water providers (Water Corporation 13 13 85). Arrange final readings, the disconnection of each and then arrange for reconnections at the new address. Or alternatively contact Fast Connect (www.fastconnect.net.au) – a company that “connect you can have all your applications lodged to close your old power, water and phone accounts and establish new ones at your new address. You can also arrange Pay TV and internet connections at the same time”.	
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 http://www.dpi.wa.gov.au/licensing or ph 13 11 56	
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.	
Prepare to change the contact details on any animal tags (ie get new tags engraved)	
Prepare an inventory of everything and carry it with you on moving day	

Preparing for Settlement	Done
Provide Settlement Agent with evidence that any conditions stipulated on the Offer and Acceptance contract have been met.	
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.	

In Week Prior to Move

Packing Hints	Done
A few weeks before the move gradually start reducing stockpiles of frozen, tinned and packaged goods. These are notorious for spoiling, spilling or simply taking up space and packing time.	
Take the time to choose the right packing boxes for the job.	
Begin packing a few days before the move. Start in areas such as the dining room or study where items are not in constant use.	
Resist packing breakables or liquids such as ornaments, perfumes or sauce bottles, in drawers. Do not overload drawers with linen or clothing as too much weight may damage furniture.	
When packing items from the garden, shed or workshop, don't forget to drain the fuel from heater, lamps, lawn mowers or outboard motors.	
One way of making the task of unpacking much easier - even for children - is to colour code each room. Packed boxes can be marked with their room's colour, as well as a short description of their contents.	
Another of the less obvious points to be considered in advance of the move is whether your driveway can take the weight of a fully laden van.	
Preparing for Pre-Settlement Inspection	Done
Decide whether I will/will not be present for the pre-settlement inspection.	
Ensured that all gas, electrical and plumbing is in working order (unless stated otherwise on the Offer and Acceptance contract)	
Ensured that 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.	
Moving Home - Tasks	Done
Arrange an appointment with the appropriate representative from Altus for a pre-settlement inspection of your new property.	
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.	
Don't forget to say goodbye to your neighbours!	

In Day/s Prior to Move

Preparing for Settlement	Done
Advised my settlement agent of my contact details leading up to and on the day of settlement.	
Collected, sorted and marked all keys	
Been notified by my Altus agent when the buyers are intending to collect the keys and subsequently move in. (They are entitled to move in at 12.00 Noon the day after settlement if you reside in the property or immediately after settlement if you do not.)	
Know when I will be delivering keys to Altus Real Estate for the buyers to pick-up.	
Moving Home - Tasks	Done
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.	
Change old animal name tags and replace with new ones	
Check the telephone, electricity and gas are all connected (in your new home).	

HAPPY MOVING!!