

Spring

Unconditional Exchange to Settlement

We appreciate moving home can be an overwhelming experience. To support your moving process, we have created a timeline and checklist of some of the typical things to organise in the lead up to moving day.

4-6 WEEKS TO GO

- Book removalists (Tip: We recommend booking the day after settlement onwards, in case of any unforeseen hold ups & if you require cleaners or trades prior to moving in)
- If packing yourself, purchase cartons & packing materials (Tip: If your possessions are being stored, create & sign an inventory)
- Commence decluttering, packing & disposal/donation of items not moving with you (Tip: label each carton with main contents & room destination)
- Check any moving preparation instructions for appliances ie. washing machines, fridges etc.
- Notify landlord if applicable
- Finalise day care, schooling, work & other transfers
- If travel is involved ensure passports, Visas, tickets etc. are organised

2-3 WEEKS TO GO

- Work with Solicitor/Conveyancer to prepare final paperwork & settlement disbursements
- If appropriate, arrange minding services for children & pets on moving day
- Organise a mail redirection with Australia Post
- Advise any home services of new address ie. cleaner, gardener, babysitter, carer etc.
- Change address with all relevant service providers. Financial providers, Service NSW, medical/VET, insurance, education, electoral commission, clubs/associations etc.
- To reduce stress & additional tasks, we recommend booking an exit clean to leave your current home and an entry clean prior to moving into your new home
- Book local council pick-up for week of move if required

1 WEEK TO GO

- Cancel any home deliveries or change delivery address for subscriptions
- If not already done obtain house & contents insurance
- Spring will book the Pre-Settlement Inspection for the morning of settlement, to ensure the Vendor has fully vacated and your new home is ready!
- Confirm removalists
- Stay calm and keep packing

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2 DAYS TO GO

- Arrange parking & access for removalists
- Check the property to ensure all storage areas are packed up & rubbish removed incl. under house, roof cavity, mezzanine, cupboards, garage & sheds
- Prepare an essentials box with toiletries, tea, coffee, bread, milk, snacks, favourite toys, pet food, first aid, prescription meds.

DAY PRIOR

- If scheduled, professional packers will pack up your house
- Leave any relevant information, extra keys, warranties etc. for the new home owner
- Prepare any valuable/delicate items you wish to personally transport
- Prepare appliances per instructions to be transported
- Spring will confirm & coordinate access/key collection for settlement day

SETTLEMENT DAY

- Spring to conduct the Pre-Settlement inspection which you are welcome to attend
- Once Settlement has occurred & Order on the Agent has been received by the agent, keys can be collected as arranged (normally 30-60 minutes after settlement)

MOVE IN DAY!

- Change the locks & security codes
- Check all utilities & lifestyle services have been connected
- If unknown, contact the local council website for rubbish/recycling/green waste collection days:
 - [Central coast](#)
 - [Lake Macquarie](#)