



# Moving Checklist and Timing

20 March 2018

## OVERVIEW

**There can be a lot of tasks involved in moving house and some special considerations for people moving from a house affected by Mr Fluffy loose fill asbestos or a house identified by the Asbestos Response Taskforce (the Taskforce) as eligible impacted. Some of these tasks may require a long preparation time, depending on your individual circumstances. This guide may help your planning and make the move a little easier.**

## KEY CONSIDERATIONS

- Read through the tasks listed below to determine how long each one may take you.
- Factor in the time needed to prepare for your move. Ensure this is taken into account when determining your settlement date when you exchange contracts.
- Work with your solicitor who will advise the Taskforce of your preferred settlement timing.
- Submit your Relocation Assistance Grant application. If you are having difficulty meeting the up-front costs of moving, you may apply for pre-release of half of your Relocation Assistance Grant entitlement 6 weeks prior to moving out.

## MAJOR MOVING TASKS

- Find removalists, get quotes and make a choice. You can contact the Australian Furniture Removalist Association on 1800 671 806 for assistance, or consider using a service like eMove to obtain free quotes - visit [www.emove.com.au](http://www.emove.com.au).
- Book services such as storage, truck hire or trailer hire in advance. Some storage facilities may provide early access – please speak to your vendor if you are interested in this option.
- Disconnect and reconnect electricity, gas, water, phone, internet and other services.
- Redirect your mail and notify organisations of your new address
- Confirm settlement details with your solicitor.

## PACKING AND MOVING

The Taskforce has partnered with Regional Community Service Providers to support affected and impacted homeowners in the response to Mr Fluffy. Volunteers from these agencies may be able to assist you with the task of packing and moving. If you need assistance please contact the Taskforce or the community provider in your area:

- Belconnen Community Services - [www.bcsact.com.au](http://www.bcsact.com.au)
- Communities@work – Gungahlin, Tuggeranong, Weston - [www.commsatwork.org](http://www.commsatwork.org)
- Community Services #1 – Inner South Canberra - [communityservices1.org](http://communityservices1.org)
- Northside Community Services - [northside.asn.au](http://northside.asn.au)
- Woden Community Services - [www.wcs.org.au](http://www.wcs.org.au)
- YWCA Lanyon Mura – Tuggeranong - [ywca-canberra.org.au/community-services/mura-lanyon-community-centre](http://ywca-canberra.org.au/community-services/mura-lanyon-community-centre)

**Please remember you must have an asbestos management plan in place in order for volunteers to safely enter your home.**

### 30 DAYS BEFORE THE MOVE

- Write a list of things to move, things to put into storage, things you will give away or dispose of and any items that must stay in place as advised in the Fixtures and Fittings Guide - [www.asbestostaskforce.act.gov.au/fixtures-and-fittings-guide](http://www.asbestostaskforce.act.gov.au/fixtures-and-fittings-guide)
- If your garden is important to you, assess any plants you wish to take with you. Refer to the Private Gardens and Street Trees InfoSheet for tips on moving your plants safely and reducing transplant shock - [www.asbestostaskforce.act.gov.au/gardens](http://www.asbestostaskforce.act.gov.au/gardens)
- Review your home and contents insurance.
- Collect packing supplies like moving boxes, masking tape, bubble wrap and newspaper.

### 20 DAYS BEFORE THE MOVE

- Begin packing items you don't use often.
- Disassemble any fixtures and fittings that have been agreed as part of settlement ready for transport, noting the requirements under the Fixtures and Fittings Guide - [www.asbestostaskforce.act.gov.au/fixtures-and-fittings-guide](http://www.asbestostaskforce.act.gov.au/fixtures-and-fittings-guide)
- Disassemble outdoor items such as swing sets and cubby houses. Place all bolts, brackets and screws in a sealed container and label it.
- Consider placing pets with friends, family or a boarding kennel for moving day.
- Consider placing valuables and important documents in a safety deposit box to ensure their security throughout the move.
- Identify everyday items like medications and keep them together in a box to ensure they remain easily available in the days leading up to and immediately following your move.

### 14 DAYS BEFORE THE MOVE

- Return hired/borrowed videos, DVDs, books etc.
- Create an inventory of items in each packing box and attach it as you close each one. This will help you locate things easily after you move.
- Contact key people to advise them of your new address, e.g. friends, family, accountant, financial planner, doctor, vet.

## 7 DAYS BEFORE THE MOVE

- The Taskforce will contact you during this period to arrange an external pre-settlement check.
- Arrange disconnection/reconnection of electricity, gas, water, phone, internet and other services. Some providers have dedicated lines in place for people affected or impacted by Mr Fluffy:
  - Phone 02 6248 3223 for assistance with ActewAGL and Icon Water connections. Refer to the ActewAGL and Icon Water InfoSheet for more information - [www.asbestostaskforce.act.gov.au/actewagl-icon](http://www.asbestostaskforce.act.gov.au/actewagl-icon);
  - Phone 02 6129 4673 for assistance with Telstra connections. Refer to the Telstra InfoSheet for more information - [www.asbestostaskforce.act.gov.au/telstra](http://www.asbestostaskforce.act.gov.au/telstra)
- Gather any surplus house keys and give them to your solicitor.
- Redirect your mail and notify organisations of your new address:
  - Consider using eMove to notify a range of private organisations including health funds, banks, insurance companies, newspapers and magazines - visit [www.emove.com.au](http://www.emove.com.au).
  - Consider using the ACT Government's change of address service to update a range of ACT Government accounts and licences including driver licences and vehicle registration, MyWay Cards, dog registrations, library cards, rates notices, seniors cards, CIT enrolments, NoWaste bin accounts and a range of work related licences - [www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/63](http://www.accesscanberra.act.gov.au/app/answers/detail/a_id/63).
  - For information about redirecting your mail contact Australia Post on 13 76 78 or visit [www.auspost.com.au/Redirecting Mail](http://www.auspost.com.au/Redirecting_Mail).
- If you have a microchipped pet, update the registration details at [www.petaddress.com.au](http://www.petaddress.com.au).
- Plan to use up any remaining perishable foods.
- Defrost and clean refrigerator and freezer ready for moving day.
- Arrange for the yard to be mowed and tidied prior to surrender.

### Moving day

- Take time to check through your entire property, including all cupboards, before you leave.
- Give any remaining house keys to your solicitor, who will pass them on to the ACT Government (if you have a Permit to Enter Land after Settlement, the keys must be handed over to your solicitor by the end of the permit period).

## AFTER MOVING DAY

After you have vacated the property, the ACT Government receives all keys from your solicitor and becomes responsible for the property. Access to the property is no longer available to the homeowner.

The ACT Government will inform neighbours of the vacant affected property and put measures in place to keep the property safe and secure.

**Check that you have submitted your Relocation Assistance Grant application.**

## PERMIT TO ENTER LAND AFTER SETTLEMENT

Moving house can be a big job and you may find that you need additional time to remove your belongings.

If you need additional time after settlement you or your nominated solicitor can contact the solicitor acting for the Territory to apply for a 'Permit to Enter Land'.

This permit allows access to the property for a specified time period to remove your belongings, typically up to 10 days. Refer to the Settlement Process InfoSheet for more information - [www.asbestostaskforce.act.gov.au/settlement-process](http://www.asbestostaskforce.act.gov.au/settlement-process).

## FURTHER INFORMATION

Call Access Canberra on 13 22 81 and ask to speak with the Asbestos Response Taskforce, or email [asbestostaskforce@act.gov.au](mailto:asbestostaskforce@act.gov.au).

## ACCESSIBILITY

The ACT Government is committed to making its information, services, events and venues as accessible as possible. If you have difficulty reading a standard printed publication and would like to receive this publication in an alternative format, such as large print, please phone 13 22 81 or email [asbestostaskforce@act.gov.au](mailto:asbestostaskforce@act.gov.au).



If English is not your first language and you require a translating and interpreting service, please phone 13 14 50 and ask for 13 22 81.

If you are deaf, or have a speech or hearing impairment, and need the teletypewriter service, please phone 13 36 77 and ask for 13 22 81.

For speak and listen users, please phone 1300 555 727 and ask for 13 22 81. For more information on this service visit [www.relayservice.com.au](http://www.relayservice.com.au).