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## Packing Hints

The use of Packing accessories such as Cartons, Porta Robes, Paper, Tape, Bubble-wrap and Plastic covers will maintain and protect your goods whilst in storage. Fill cartons to capacity; partially full or bulging cartons may tip or collapse. Heavy items like books or tools should be packed in small cartons so they are easy to handle. Books should be packed flat, not on their spines. Packing and labelling cartons room by room makes the unpacking much easier, and if you need to find something in storage you will have some idea of which carton to begin looking in.

## APPLIANCES

Fridges, freezers and other white goods should be thoroughly DRY and CLEAN before storing. Whilst in storage the door should be secured slightly ajar. A deodoriser placed inside fridges or freezers is also a good idea to maintain freshness. Don't place items inside fridges or freezers as the shelves and linings can be easily marked and damaged.

## FURNITURE

Disassemble & empty the contents of wardrobes, drawers and cupboards to protect the shelving and structure of these items. Clothing and personal goods should be packed in strong secure cartons with some naphthalene, mothballs or similar product to protect and maintain their condition. Where possible remove the legs from items of furniture eg. bed bases, tables etc to avoid damage and save space. Vacuum food crumbs from lounges to prevent attracting vermin.

## DISHES AND GLASSWARE

Place a layer of packing inside the bottom and top of cartons containing breakables. Protect fragile items by wrapping them individually in packing paper (newsprint can be very messy and possibly stain). Nest cups and bowls, stand plates, sauce platters, casseroles on their edges. Fill any gaps the cartons with packing eg: scrunched paper linen. This will keep your fragile items well protected and prevent them from moving around in the cartons whilst in transit. Label all cartons containing fragile items and avoid storing heavy items on the top of these cartons.

## MIRRORS, WINDOWS, SCREENS AND PAINTINGS

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These items should be protected by packing material eg: bubble-wrap or in a flat-pack carton store them standing on their edges in an upright position (not lying flat).

## METAL ITEMS

Wrapping silver in NON ACID tissue paper or plastic bags can help reduce tarnishing. Wipe chrome or cast iron with a little machine oil/spray WD40 to help retard rust.

## ELECTRICAL ITEMS

Your electrical equipment is very delicate and sensitive and should be handled with care. The original boxes are ideal to repack in. However wrapping items individually in bubble-wrap, packing them in cartons, and sealing the top will offer protection for your electrical items. Remember to pack out any gaps in the cartons. Pack records or similar on their edges to prevent warping.

## BATTERY OPERATED APPLIANCES AND TOYS

We recommend that you remove the batteries to avoid damage from leaking batteries.

## COMPUTERS

Computers, like your other electrical items, need special care. The original boxes are highly recommended for packing. However bubble-wrap and good quality packing cartons will do the job. Remember to use some packing or linen in the bottom and top of cartons. This provides extra protection to the contents. Pack out any gaps. Modern computers have "self parking heads." If you are unsure about your computer, refer to the manufacturer's manual, or consult your retailer, especially if storing for longer than six months.

## MOWERS AND OTHER MACHINERY

Drain fuel and oil from all machinery. This reduces risk of leakage, spillage and damage to other goods in your space. Petrol and oil are also a fire hazard.

## CLOTHES

Use wardrobe box - saves unpacking your clothes.

## PLANNING YOUR STORAGE SPACE

As a general rule place large, heavy items that you can stack upon at the rear of the space. Then work forwards and upwards with lighter, fragile items. Those items that you may need to access often, place in the front of the space. Depending on the goods you have stored, you may need to allow for walk ways. Packing in professional storage cartons will make the storing and unpacking easier and safer, saving you time and worry. Professional packing and storage accessories will provide your goods with the preparation they need for storage and maintain their condition for the term of the storage.

## MOVING CHECKLIST

Arrange disconnection and reconnection of services eg: Power, Gas, and Phone.  
Cancel any deliveries eg: papers, milk, soft drinks. Your local Post Office will assist you with mail redirection.

Important Authorities and Business Houses to notify of your change of address are: Electoral Office, Motor Vehicle Registration and Licence Authority, Taxation Office, Banks and Financial Institutions, Insurance Companies, Educational Institutions, Department of Security (re Pension payments. Family Payments etc), Medicare, Club Membership and Subscriptions.

## THE STORAGE AGREEMENT

This agreement is designed for the protection of the storer and the facility owner. Be sure to read it thoroughly. If you have questions, please ask us.

## WHAT NOT TO STORE

Any goods that are illegal, stolen, inflammable, explosive, environmentally harmful, hazardous perishable or that is a risk to the property of person. eg. Chlorine, acid, paint, petrol.

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## Moving Planner

### 4 WEEKS TO GO

Estimate the costs of your move and start budgeting  
Ask your Landlord or Agent for a referral letter, for you and your pets  
Notify your Landlord or Agent, in writing, of your intention to move  
Find out if your Employer is responsible for paying for any of your moving costs  
If moving interstate, check any changes with Drivers Licences  
Contact new local Council about relevant facilities and permits you may need  
Write an inventory of all belongings going to your new home  
Ask your landlord for a letter of referral for your pet  
Make any travel or motel reservations  
Arrange a packing service to carry out your entire move  
Start to group your belongings in relation to what you'd like to move and store.

### 3 WEEKS TO GO

Start packing  
Get any school and medical records or prescriptions forwarded to your new area

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Buy packing stuff: boxes, tape, bubble wrap  
Get a quote from Rose City Removals and Book a removalist - see list on main page.  
Visit schools or childcare in the new area and enrol children  
Start keeping newspapers for wrapping breakables  
Book storage space with one of our Agents.

## **2 WEEKS TO GO**

Arrange for childcare for moving day if necessary.  
If moving your pet in the car, get them used to car travel to see how they react  
Familiarise children with the new area, check out social and sports club for them  
Confirm details with removalist.  
Organise to connect your essential services; gas, water and electricity  
Notify companies of your changed details  
Transfer all home deliveries to your new address  
Get your car serviced if you are moving long distance  
Apply for a post office box near your new address  
Notify gardeners and cleaners that you are moving  
Update Insurance policies and prepare for different premiums

## **FINAL WEEK**

Organise general household repairs and thorough cleaning  
Keep a few things out for kids on move day  
Redirect all your mail to your new address  
Start using up all canned and frozen foods  
Arrange child care for the whole of moving day  
Ask family and friends to help you on moving day  
Transfer bank accounts to a more convenient location  
Inspect new home and get any repairs done  
Hire a professional to thoroughly clean your house or garden  
Send emails to everyone with your new details  
Return all items from your local video and libraries, collect all dry cleaning or items for repair  
Empty petrol or hazardous chemicals before moving any machinery  
Write detailed directions for the removalist  
Gather all keys from old address, get spares from family and friends  
Leave out vacuum for last minute clean ups  
Keep a bag free with all the things you'll need for your unpacking and cleaning  
Ensure direct debits are still covered if you close any accounts  
Organise pet care for the whole of moving day  
Take your pet for a final check up before you move  
Defrost freezer, clean oven and empty pantry

## **MOVE DAY**

Have final payment ready for your removalist  
Leave a note at your old address with your forwarding address  
Lock all doors and windows as you leave  
Have someone supervise the removalists while they are unpacking  
Check all items during unload, look for any damaged or missing items  
Read the Removalists document thoroughly before signing, save this copy for future reference  
Test all keys and consider changing your locks

## **AFTER MOVE**

Unpack everything and store things that you can't bear to get rid of that don't fit in your new home.  
Check out where local sports clubs, parks and social centres are, join some clubs and get involved in your new neighbourhood  
Visit your local shopping precinct and decide which shops are best for parking, price and convenience  
Consider updating furnishings and accessories to match your new decor - make a fresh start with a new look  
Get your pets familiarised to the new area as quickly as possible so they don't try to find their old place  
Start to collect take away and home delivery menus from your letterbox - try some and you'll work out which places are good  
Take a few different routes to go places from your new home - you're bound to find some handy back streets and shortcuts  
Ask your landlord if you can add picture hooks or even redecorate parts of your new abode  
Alert the landlord to any appliances that aren't working or any defects in your new property  
Invite your friends over and introduce them to the wonders of your new neighbourhood

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## **Finding a Rental Property**

When you find something you like, act quickly. Often, finding a suitable place is a matter of first in, best dressed. Don't be too disappointed if your application is unsuccessful: something just as good is probably waiting around the corner.

### **Know What You Want**

- Spend some time researching areas where you are interested in living.
- Work out how far away from your work, family and friends you will be if you decide to live there.
- It's also worthwhile checking out local facilities including shopping centres, restaurants, entertainment complexes, and parks and gardens.

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- When you've decided where you want to live, think about what you need and want in a rental home. How many bedrooms and bathrooms would you like? Do you require heating and air-conditioning? What about a dishwasher?

## **Be Prepared**

- It's important to work out what you can afford, set your limits and stick to them. The average Australian renter spends no more than one-third of his or her monthly salary on rent.
- Get some written references together, and ask some reliable contacts if they'd mind putting in a good word for you.

## **Get Organised**

- Undertaking a lease is a big responsibility. You'll need to commit to reside there for a specified period of time, and keep the home and garden in good repair.
- Finding a place that you like enough to apply for may take a few weeks. Expect to spend your spare time inspecting hot prospects.
- Most agents will require you to leave a \$50 refundable deposit in exchange for a key.

## **During Inspections**

When you start inspecting properties, there are a few things to consider:

- Is there any obvious damage or things that need fixing?
- How much storage space is there?
- What appliances are included?
- Is there heating? Ceiling fans? Air-conditioning?
- Are the laundry facilities suitable?
- Are there safety and security features such as smoke alarms and a burglar alarm?
- Are there enough power points and phone lines?
- Will you be able to set up your PC and Internet connection easily?
- Will the hot water system meet your needs?
- Is there sufficient parking for yourself and your guests?
- Will your pets be allowed at the property?
- How long is the lease?
- Will you be close to work and amenities?

## **Moving Out is not Cheap**

It's important to work out what you can afford, set your limits and stick to them. Here's a few expenses you'll need to cover:

- Bond and four weeks rent upfront
- Removalist or truck hire expenses
- Connection of water, gas, electricity, phone and Internet.

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## **DIY Moving**

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A Do It Yourself move is a great way to cut the cost of moving home.

If you've got heaps of stuff, and very little time on your hands, a DIY move probably isn't your best option.

## **Getting Organised**

For a successful DIY move, you'll need to organise:

- A truck or
- Book Storage
- Moving Insurance
- Boxes, paper & bubble wrap etc.

You'll also be responsible for your own packing and unpacking.

## **Getting the Help You'll Need**

If you're going to tackle a DIY move, it's important that you get together everything you'll need to make move day a positive experience.

- Make sure you equip yourself with trolleys for safe lifting and loading, and organise covers to protect your furniture in transit.
- Don't be afraid to call on friends and family for help. Make sure everyone knows what they're doing by delegating specific duties on move day, don't let anyone lift anything that really requires two strong

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## **Hints for Packing**

While deciding to move can be exciting; packing is something we all dread. Using our guide will help ensure your things get to your new address in one piece, and you're able to find everything when the time comes to unpack and get settled.

### **Get Things in Order**

The more pre-planning you do, the easier your move will be. Here's some handy tips to help you get started.

1. Create an inventory of what you will be moving to your new address
2. Take photos of, or videotape unique and valuable belongings
3. Make a note of the serial numbers on your electronic equipment.
4. Take out insurance.

### **What You'll Need**

Before you can start packing, you'll need the following materials:

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- Strong Boxes.
- Wardrobe Boxes with Hanger Bars.
- Packing Tape.
- Bubble Wrap, Wrapping Paper, Newspaper, Tissue Paper.
- Ziplock Bags.
- Texta Markers.

## Notes for Wrapping

- Use bubble wrap, wrapping paper, or tissue paper to wrap all your breakables.
- Newspaper will leave ink smudges on your bits and pieces and should only be used to cushion items that are already protected.
- Use towels, old linen, and blankets to wrap and cushion fragile items.
- Use ziplock bags for small odds and ends that usually clutter your drawers.

## Get Packing

- The best advice we can give is to begin packing well ahead of the move.
- We recommend you use good, strong boxes, and always fully secure the bottoms.
- Concentrate on one room at a time, and clearly label every box by item and room.
- Designate an area close to your front door to place all your filled boxes before the move.

These hints will help you pack like a pro:

- Start by packing the items you don't need for your daily living routine.
- Pack all your one of a kind items (including wills, share certificates, jewellery, photographs, and home videos) separately so that they can be carried with you on moving day. Or you could consider moving these belongings to a safety deposit box until after the move.
- Pack your breakables loosely with plenty of wrapping. Make sure the boxes are clearly labelled FRAGILE, and stack them towards the top of your piles.
- Pack your non-breakables tightly in smaller boxes. Try to keep them to a weight you feel comfortable carrying. Pack your books flat and alternate the bindings so they stack evenly.
- If you can, pack small appliances and electronic equipment in the boxes they came in, and tape them securely.
- Make sure you have enough wardrobe boxes it'll save you ironing later.

## Bulky Things

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- When you take your bed apart, bind the frames together with tape or rope.
- Fill your drawers with clothes or wrapped items. Cover the entire drawers with old linen or a blanket. Don't tape the drawers shut - you may damage the finish.
- Cover your tables with old linen or a blanket. If you can, remove the legs. Wrap the nuts and bolts in a plastic bag and tie them to a leg.
- For whitegoods, appliances, and other electronic equipment, check your owner's manual for any special instructions for moving.
- Fill your washing machines with stuffed toys, towels, old linen, and blankets to keep the tub from moving around during the move.
- Secure all drawers, ice containers, and other loose parts in your refrigerator. Pad any exposed coils to protect them during the move.

### Tricky Things

- Loosen the handlebars on your bikes and turn them sideways. Cover the chains and pedals to keep oil and grease off other items.
- Wrap your small mirrors and pack them in boxes. Cover your wall mirrors, large paintings and other artwork with cardboard. If they'll fit, slide them into wardrobe boxes.
- If your outdoor furniture is too heavy or bulky to move intact, disassemble what you can and place the nuts and bolts in a plastic bag to be taped to one part.
- Roll up your carpets and rugs and secure with rope or tape.
- Make sure all sharp edges on your tools or attachments are wrapped to prevent injury. Pack your power tools with plenty of cushioning, and tape or tie your tool chests securely.
- Carefully dispose of the petrol and oil from your lawnmower and other machinery, as well as any flammable or poisonous household products. Do not pack oil rags: dispose of them to avoid spontaneous combustion.

## Moving Indoor and Outdoor Plants

This simple guide will get your plants through the move in one piece.

### Moving Your Indoor Plants

- A couple of weeks before you move, prune your plants so that they can be packed easily. If you're not confident with pruning, head down to your local nursery and ask one of their staff for advice.

## [www.allstorage.com.au](http://www.allstorage.com.au) – Hints

- A week before you move, place your plants in a black plastic bag with a flea collar. Keep this package in a cool area overnight. You'll kill any pests on the plant or in the soil.
- The day before you move, place your plants in cardboard boxes. Hold them in place and cushion the leaves with damp newspaper. Lightly cover the plants with a final layer of damp newspaper.
- If you must leave your plants behind, it's time to prepare cuttings. Wrap them in damp newspaper and put them in a plastic bag.
- On move day, close the boxes and punch air holes in the top. Make sure the removalists are instructed not to take these boxes - take them with you in your car.  
When you arrive at your new address, unpack your plants as soon as you can. Remove your plants through the bottom of the box to avoid breaking the stems.
- Avoid exposing your plants to lots of sunlight at first.

### **Moving Your Outdoor Plants**

- Gather any seeds you plan to take and pop them in an airtight container.
- Dig up your bulbs during their dormant season. Pack them in a mixture of loose and dry peat moss and vermiculite.
- Speak to a staff member at your local nursery about the best time to transplant your favourite plants to your new address.