



Australian
Furniture
Removers
Association

Moving Guide Kit

Part 6 - Planning your Removal

Probably the most important procedure you will go through when moving house is the planning you do before it actually begins. Part 6 of the The Moving Kit Guide assist you with the planning process which is essential for a successful and smooth removal. In addition visit and print the section titled 'AFRA Planner'. The Planner is designed to be placed on your fridge or another available place, so you can continually monitor where you are up to and know what you still have to do.

A well planned move will make for a successful, trouble free occasion, one which you will be glad of the time you spent preparing for the relocation. In addition to these guides always remember to ask your chosen removalist for additional moving hints.

To ensure a smooth move, start the moving procedure early. Prepare a 3 month plan moving day. See the planning guide enclosed in this kit.

- Use your AFRA Planning Guide to start a central file for all the details of your move.
- Prepare an inventory of everything you own and what is going to be moved. See the sample inventory available from AFRA.
- Before you call a removal company, decide what you are taking and what you are leaving.
- Decide and act upon the best way to dispose of the items you don't want or need any more. It is better to discard items before the move than after - why pay to move something you are only going to throw out.
- Plan a garage sale of all unwanted items.
- If you are planning on purchasing new furniture for your new home, make sure it will fit through the doorways or up stairways in your new house before purchase.
- Ask yourself if you have items that will not fit into your new home, will you need storage?
- Are there any alterations planned for your new house prior to moving in? If yes, finalise before moving day.
- Prepare a floor plan of your new house to help plan where you need things placed and ensure everything will fit.
- Try to arrange your move during the least busy period of the month and season. A high percentage of removals occur during the last week of the month, during summer and in holidays, so book your removalist early.

Decide whether to move yourself or to have professionals move you. Answer the following questions to help you decide.

- Do you have adequate physical strength and endurance to lift heavy items and not cause yourself back injuries?
- Do you have at least two helpers with at least one being stronger than you are?
- Can you be sure to have adequate time off work to be able to complete the move on schedule?
- Will your household contents policy cover for potential loss in case of accident en route?
- Can you carry everything through doorways and up stairs without damaging the item or the house? (i.e. a fridge)



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continued

- Do you have a suitable vehicle to move your furniture and effects?
- Have you looked at all the costs carefully, i.e. truck rental, insurance
- Will the rental truck be equipped with trolleys, packing materials and ties, and has the vehicle been properly maintained?
- If you answered no to any of these questions, it may pay to be wise and ask for a quotation from an AFRA member.

Two Ways To Obtain A Quote

- Phone quote - if you receive this form or quote, ensure you have it confirmed in writing, including the removal company's terms and conditions of contract. Use the quotation inventory form included in this kit.
- In-Home Survey includes a written quote after a representative of the removal company has visited your home to accurately assess your needs
- The removal company's written quote should detail all of the charges associated with your pending removal based on the information provided by you or observed by the removals consultant.
- In preparation for an Interstate or International move, the Removal Company will prepare a document called an inventory and Condition Report. This document is a list of all the items you are moving and their condition at origin.
- Take time to review this document prior to signing as it is for your protection and a receipt
- All electrical items to be moved must be prepared by you or a qualified technician before the removalist can move them.

This Is Most Important And Where Most Damages Occur

- If your long distance move occurs during extreme weather conditions, allow your electrical equipment to acclimatise before plugging in.
- Your AFRA removalist can arrange for your pets to be transported and make special arrangements for your plants.
- Pets should be washed and groomed the day prior to moving day, ready for their transit to your new home.
- Most Removalists will not transport plants. If moving Interstate, plan to give away your plants to people who will care for them as many States don't permit plants to cross State borders. Check with your removalist.
- AFRA Removal Companies can also provide car transport services. Ask for this to be included in your free, no obligation quote.
- Gather records and other memorabilia and make plans to move them yourself as carefully as possible including jewellery, passports, driver's licences and other important documents, money, tax and medical records, etc