

The Change of Address Checklist



2 Weeks Before the Move:

Postal Services

- Mail forwarding/redirection:** Setup mail redirection with Australia Post

Utility Services

- Electrical:** Contact your current electricity provider
- Gas:** Notify your gas supply company
- Water:** Update your address with your local water utility
- Internet and Cable:** Inform your service providers to transfer services
- Phone (Landline and Mobile):** Update address details with your carriers

Financial Institutions

- Banks:** Update your address for all checking and savings accounts
- Credit Card Companies:** Notify each company of your new address
- Loan Providers:** Inform your mortgage, personal, car loan and any other loan provider
 - Mortgage:**
 - Car loan:**
 - Personal loan:**
 - Other:**
- Investment Accounts:** Update address with your brokerage, retirement account providers, and any other investment services
 - Superannuation fund:**
 - Brokerage:**
 - Trust funds:**
 - Other:**

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2 Weeks Before the Move:

Insurances

- Health insurance:** Notify your provider to ensure coverage continuity
- Car Insurance:** Update your address to maintain valid coverage
- Life Insurance:** Inform your life insurance provider of the address change
- Home and Contents Insurance:** Transfer your policy or start a policy at your new address
- Building Insurance:** Notify your provider to ensure coverage continuity
- Pet Insurance:** Update provider on change of address
- Travel Insurance:** Tell the provider your new address if travelling
- Other Insurance:**

1 Week Before the Move:

Government and public offices

- Australian Electoral Commission:** Update your voter registration
- Australian Taxation Office:** Notify of your new address for tax purposes
- Local Council:** Update pet registration address or microchip if within same municipality
- Vehicle Registration:** Update address details in your state

VIC – vicroads.vic.gov.au

QLD – qld.gov.au

NT – nt.gov.au

TAS – service.tas.gov.au

NSW – nsw.gov.au

WA – transport.wa.gov.au

SA – sa.gov.au

ACT – accesscanberra.act.gov.au

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1 Week Before the Move:

Healthcare

- Medical Clinic/General Practitioner:** Notify your provider to ensure coverage continuity
- Dentist:** Update your address to receive important reminders
- Specialist:** Inform specialist clinics to get important notices
- Medicare:** Update your address to ensure claims get processed correctly
- Pharmacy:** Notify to ensure that prescription deliveries are received
- Veterinary Clinic:** Update clinic to get reminders for pet care
- Hospital:** Notify the hospital if you are admitted as an outpatient
- Other:**

Work and School

- Employer:** Update your address in HR records.
- Professional Bodies or Unions:** Update membership details and addresses
- Student Unions:** Update address to receive important student events
- Schools and Universities:** Update your address to receive important school documents
 - Early Learning Centre:** **Kindergarten:**
 - Primary School:** **Secondary School:**
 - TAFE:** **University:**

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1 Week Before the Move:

Home and Family Services

- Gym or Club Membership:** Update your address to receive important correspondence
- Parish/Church Services:** Inform your church or parish of your new address
- Charities:** Update your address to continue receiving newsletters and donation letters
- Accountant:** Notify each company of your new address
- Financial Advisor:** Notify to receive important documentation or letters
- Cleaner:** Update your address to receive continual service at your new address
- Loyalty Programs:** Notify of address change for points and rewards mailings
- Shopping/eCommerce:** Update addresses for eBay, Amazon to receive parcels

1 Day Before Moving:

Service Confirmations

- Mail redirection active:** Ensure mail redirection service starts the following day
- Utility connections/disconnections:** Confirm all utility disconnections and connections for both old and new addresses
- Immediate family and close friends:** Let loved ones know your new address

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1 Week After Moving:

Community Services

- Library:** Transfer or close your account
- Community Groups or Clubs:** Update contact information
- Alumni Associations:** Keep your details current for alumni news and events

Subscription Services

- Newspaper/Magazine Subscriptions:** Update to continue receiving publications
- Online Services and Subscriptions:** Ensure all accounts reflect your new location
 - Steaming Services:** **Delivery services:**
 - Cloud Service:** **Online Shopping**
 - APP subscriptions:** **Other:**

Need Help Moving?

Findamover.com.au