

Address Change

Guide and Checklist

nextstep

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General Information

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The information in this document is a guide only and is not to be a substitute for your own due diligence. Please refer to the Next Step [Terms & Conditions](#) for further information.

If you have chosen a Standard or Platinum package, where we assist to varying degrees with your address change process, there may still be other entities you need to update your details with that are outside of our researched list. This checklist isn't definitive or a substitution for your own research.

This document is best viewed electronically with internet access to view information links.

Your Guide To Updating Everywhere

Remembering where to update your address is a major hassle for most people moving house. Unless you have kept a list or spreadsheet of everyone that has your address, you will need to follow a systematic method to create one. The biggest concern of not updating your details is having mail go missing to an old address. However, research has shown that with the overwhelming adoption of email and internet billing, our letter boxes are fast becoming a barren void (only to be filled with junk mail). Nonetheless, it is best to follow these next few steps to have everything up to date. **Handy Tip:** This is the best time to start a list of everyone with your address details so you can easily reference next time you move.

Bill Mails

Traditionally, there are two ways to quickly check the majority of address from previous mail. That is your BILL. If you have good records for your household the best step is going to the issuer. There are two ways to go about this. First, you can go to the issuer's website and update your details. This is the most simple, but takes the longest and requires you to have kept all of your paperwork. However, if your filing is in order, this will be the best method for you. The added benefit to this method is most paper bills state the method by which you can update your details. This is really the only step:

1. Go through your bill and update wherever with what you need to update your details.
2. Download previous statements - if the bill does not inform you how to update your details, find how to request or to have the issuer email you a bill for you.

The electronic way is a faster method of finding your bills and can be very simple if you have access to a spreadsheet program. You can either download your monthly bill statements and go through the paper 12 months or you can simply download a 12 month data file (and find how all the payments is spreadsheet later). This may be under "Bills" or "Statement Data" depending on your bank's web portal. If you can't find a way to download the data, try a google search, scrolling them to find a way. Once you have your electronic statements data, follow these steps to find your bills. (These steps are for Microsoft excel and google sheets):

1. Open your file in your spreadsheet program. Don't stress if the data is not in a single column, usually containing date, amount and description. To make viewing easier try changing the column width to fit everything into view.
2. If the top row contains data, then you will have to insert a blank row. Right click on the number 1 on the far left of the first row and select "insert 1 row".
3. Next, highlight the first row by clicking the number 1, right click and select a filter:
 - a. Excel - press the keys in order and hold down the ALT then, A then F, as well the "CTRL" key then "F5"
 - b. Google Sheets - press the filter



- Identify the key stakeholders in the project and the impact the project will have on them.
- The project manager should be responsible for ensuring that the project is managed in a way that is consistent with the organization's values and objectives.

The project manager should be responsible for ensuring that the project is managed in a way that is consistent with the organization's values and objectives. This includes identifying the key stakeholders and the impact the project will have on them.

The Project Manager

The project manager is responsible for the overall success of the project. They are responsible for identifying the key stakeholders and the impact the project will have on them. They are also responsible for ensuring that the project is managed in a way that is consistent with the organization's values and objectives.

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The Project Team

The project team is responsible for the day-to-day management of the project. They are responsible for identifying the key stakeholders and the impact the project will have on them. They are also responsible for ensuring that the project is managed in a way that is consistent with the organization's values and objectives.

- Identify the key stakeholders in the project and the impact the project will have on them.
- The project manager should be responsible for ensuring that the project is managed in a way that is consistent with the organization's values and objectives.
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The Project Budget

The project budget is the amount of money that is allocated to the project. It is important to ensure that the project is managed in a way that is consistent with the organization's values and objectives. This includes identifying the key stakeholders and the impact the project will have on them.

Redirect Mail Without Paying Australia Post

There is always that feeling of forgetting something that hangs in the back of our minds. The worry of having important mail still going to an old address lures us into forking out for costly mail redirection. Thankfully, with a little planning, you can have all mail that goes to an old address be sent your way MUCH cheaper than paying to redirect.

How To Redirect Mail

When you move house, changes are inevitable and it's easy to get lost in the shuffle of your belongings. These people will be your neighbour all your life so it's worth your time to make your moving address go straight with your new and make sure to send them if you're concerned about getting on a large parcel bag and it's not the most reliable or your old neighbour. If you can't visit the new house or the neighbour can't visit you, then you can still have your old neighbour send it with a letter to place the mail in the post and send it to you after a few weeks. That's the important part always take some photos or videos for their records or a photo of the thing you're sending and redirection.

Step-by-Step Moving Guide

4 Weeks Prior

1. Notify your landlord of appliances and arrange a date to hand over keys. This should be at least a day after you move so that you have time to clean the property before handing back keys.
2. Get removalists to quote and book in one that suits your needs. Check that goods will be insured while in transit.
3. Make a garage sale or donate items you no longer want to several charities.
4. Identify all items that you are going to move yourself (valuable/fragile items, if needed, arrange extra boxes to help you move these things).
5. Start collecting packaging materials – boxes, tape, bubble, polystyrene bags (for fragile items) – newspapers can also be used but may mark the items.
6. Organise subscriptions and transfers if applicable.
7. Downsize to first part of new house, measure the space to ensure furniture (particularly things) will fit. Decide where you want your furniture to be placed, make small box numbers you want in which items (also use you give a copy to your removalist) or have a really simple dollar value to your new house. This will save you time and therefore money on moving day.
8. Create a folder for your moving documents and paperwork.
9. Determine if you will need storage facilities and arrange and book as needed.
10. Organise a clean and carpet clean (if you can) and handover the property yourself.

3 Weeks Prior

- 1. Reorganising non-essential items that you are unlikely to use again before the move. Label each box by number with a brief description of its contents so items can be easily found if required. Keep a record of all boxes packed. Keep a packing list - write down the number and what that box contains or will go to (e.g. new house, to be moved) elsewhere etc. This will make it easier for someone when you get to your new house.
- 2. Make note of any products that require special care to move.
- 3. Some products and things to move - dangerous goods such as petrol, gas bottles, paint, ammoniacal and other chemicals. If you have any dangerous goods to be moved, contact your removalist for advice before they are used to arrange to move these yourself or dispose of them.
- 4. Leave all relevant information about your current house (e.g. unusual operating instructions, garage remote etc) in an obvious place and ensure these aren't packed.
- 5. If you are moving out of an apartment you may need to arrange for a corporate permission to search it for this purpose.
- 6. Start to use up food & other consumable items to avoid having to move them.

2 Weeks Prior

- 1. Plan any connections to avoid moving (e.g. bank while moving).
- 2. Arrange an Australia Post mail redirection if you plan to use this service.
- 3. Contact utility providers (phone, water, electricity, gas, internet, cable TV) to arrange disconnection/reconnection of services.
- 4. Contact any legal home maintenance services if moving soon (e.g. pest).
- 5. Cancel newspapers/other paper deliveries.
- 6. Contact your insurance company to discuss transferring your policy to your new address.
- 7. Return all borrowed items such as library books and things borrowed from friends or neighbours.
- 8. Continue to pack non-essential items that you're unlikely to use before moving this. When packing electrical equipment document all serial numbers and label them with the relevant date if possible. If this isn't possible, label the serials if recorded and pack them in their own box. When packing down furniture remember to keep all screws etc for that item together - usually find it useful to get all the screws for one item in a plastic bag or plastic container and label this with the item they're for. Ensure you subsequently keep boxes that are fragile.
- 9. Ensure you have utility disconnections plan done etc.
- 10. Confirm with insurers and real estate agents settlement date and/or key collection time as this will affect your moving day strategy.
- 11. If moving to an estate managed premises, look to schedule for change the locks on all entry after move day.
- 12. Arrange moving day cars for children and pets.

1 Week Prior

- ❑ Use the Home Day checklist to start verifying arrangements of local area services. It's best to allocate about 200 days blocks of time prior to the move and potentially missing opportunities if you purchased our Platinum package, we can personally assist with this. If you would like to personally view yourself some of the details of the things you should plan for prior to the time of your final (pre-move) report
- ❑ Advise friends & family of your new address.
- ❑ Collect any items that the old owners no longer use or need.
- ❑ Remove any rubbish that does not belong to you from around the house (e.g. old furniture, broken, removed and packed).
- ❑ Find any valuable or important items and important documents separately so that they can be insured separately by you.
- ❑ Collect your keys that may be hidden around the house and that you may have given to family or friends.
- ❑ Find a "removals bag" with a couple of changes of clothes, towels, shoes, toiletries, snacks & water, toiletries and some other things. It's better to avoid the need to purchase or find these things straight after you've moved.
- ❑ Water the lawn and tidy the garden.

3 Days Prior

- ❑ Confirm key pick up with lawyer and/or real estate agent
- ❑ Confirm your removalist – check date and time.

The Day Prior

- ❑ Confirm boxes and important documents
- ❑ For house purchase – have a final inspection to ensure it's all in the same condition that it was when you bought it.
- ❑ Check all personal items and "removals bag" is packed and easily accessible.

Moving Day

- ❑ Ensure your removals bag will not accidentally leave you with no money yourself and not accidentally taken by the removalists.
- ❑ Leave garage remote with current house (if it's easy to forget this is on your key) and accidentally take it to the new house with you.
- ❑ Leave your new address so they can be forwarded to your new address.
- ❑ Check off all items, signed your packing list as they're loaded into the van.
- ❑ Walk through the house checking all items and payments, tools and notices for any missed items.
- ❑ Lock all doors & windows after your move but ensure there is still some resistance to the property.
- ❑ If moving, complete an entry condition report.

The Day After

- ❑ If you haven't already – use the final bag checklist to verify everyone of your things of value.
- ❑ Check old services or payments entry for your domain to do so.
- ❑ After close to complete turn off all services of the house (electricity, gas, water, sewer and gas meters).
- ❑ Hand keys to agent or new owner.

Address Change Checklist

Contact each of the relevant entities to notify them of your address change.

Standard & Platinum customers – you will have received forms and instructions for the businesses and organisations you nominated in the Next Step account. It is important you refer to this checklist even though we have sent you the required procedures/forms . Referring to the checklist may prompt your memory of businesses and organisations that you deal with but may not have remembered while filling in our webform.

If you find there is a company that you need the form or procedure for, please don't hesitate to email our friendly staff and we will send you what we have researched, or find it for you. Simply email admin@nextstep.com.au with the the company and include your **reference number** (this is the number at the end of the entity email/folders)

Date	Company/Organisation	Notes
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	CRICOS	
	Australian Taxation Office (ATO)	
	Electrolink	
	Medibank	
	Centrelink	
	Family Assistance Office	
	Department of Human Services	
	Australian Organ Donor Register	
	Car registration	
	Landlord (if any, if applicable)	For all properties you own.
	Local area office (if applicable)	For all properties you own.
	Financially if applicable	
	Concession card (seniors card etc)	
	Department of Justice Affairs	
	Child support (if any)	
	Applicable foreign-government departments	eg. Foreign Affairs

Finance

<input type="checkbox"/>	Bank accounts
<input type="checkbox"/>	Credit cards
<input type="checkbox"/>	Home loans
<input type="checkbox"/>	Personalised loans
<input type="checkbox"/>	Shares
<input type="checkbox"/>	Superannuation
<input type="checkbox"/>	Other investments
<input type="checkbox"/>	Real estate investments
<input type="checkbox"/>	Trust accounts
<input type="checkbox"/>	Gifts received (eg. my Budget)
<input type="checkbox"/>	Interest received (from Freecycle)
<input type="checkbox"/>	Other income sources

QUESTION

1. The following information relates to the financial statements of ABC Ltd for the year ended 31/12/2016:

Account	2016 (\$)
Trade receivables	100,000
Trade payables	50,000
Prepaid expenses	20,000
Accrued expenses	10,000
Inventory	30,000
Plant and equipment	200,000
Depreciation	50,000
Share capital	1,000,000
Retained earnings	100,000

2. The following information relates to the financial statements of ABC Ltd for the year ended 31/12/2016:

Account	2016 (\$)
Trade receivables	100,000
Trade payables	50,000
Prepaid expenses	20,000
Accrued expenses	10,000
Inventory	30,000
Plant and equipment	200,000
Depreciation	50,000
Share capital	1,000,000
Retained earnings	100,000

ANSWER

QUESTION 1: Statement of Financial Position as at 31/12/2016

Account	2016 (\$)
Trade receivables	100,000
Trade payables	50,000
Prepaid expenses	20,000
Accrued expenses	10,000
Inventory	30,000
Plant and equipment	200,000
Depreciation	50,000
Share capital	1,000,000
Retained earnings	100,000

Financial Planning

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Investment

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Business Services Expenses

Year	Business Services Expenses
2015	1,200
2016	1,500
2017	1,800
2018	2,100
2019	2,400
2020	2,700
2021	3,000
2022	3,300
2023	3,600
2024	3,900
2025	4,200
2026	4,500
2027	4,800
2028	5,100
2029	5,400
2030	5,700

Marketing Expenses

Year	Marketing Expenses
2015	500
2016	600
2017	700
2018	800
2019	900
2020	1,000
2021	1,100
2022	1,200
2023	1,300
2024	1,400
2025	1,500
2026	1,600
2027	1,700
2028	1,800
2029	1,900
2030	2,000

Professional Fees

Year	Professional Fees
2015	300
2016	350
2017	400
2018	450
2019	500
2020	550
2021	600
2022	650
2023	700
2024	750
2025	800
2026	850
2027	900
2028	950
2029	1,000
2030	1,050

Investments

- Family Assets
- Long-term capital investments

- Direct or indirect investment
- Real estate (residential, etc.)
- Dividend income

Income

- Retirement income
- Pension income
- Dividend income
- Rental income
- Interest income (e.g. bank)
- Trust income & distributions

If you are a small business owner you will also need to consider things like your ability to pay yourself a salary and benefits. Businesses are not a complete and positive future state so include your source of income to work with this.

Useful Websites

THESE ARE CLICKABLE IN THE PURCHASED GUIDE

[ACT Renting / Property](#) [NSW Property](#) [NT Property](#)
[NSW Renting](#) [NT Renting](#)
[QLD Renting / Property](#) [SA Renting / Property](#) [TAS Property](#)
[TAS Renting](#)
[VIC Renting / Property](#) [WA Renting / Property](#)

Thankyou From Us

Thank you for making us your Next Step. We hope you found our package of value in making your address change as smooth and quick as possible.

We appreciate your feedback. If you would like to leave us a review, please like our [Facebook page](#), comment and share your Next Step experience with us and your friends!