

Change of ADDRESS CHECKLIST

WHEN MOVING / CHANGING ADDRESS, IT'S MANDATORY TO NOTIFY CERTAIN ORGANISATIONS. THESE INCLUDE THE ELECTORAL OFFICE, CENTRE LINK AND QUEENSLAND TRANSPORT.

Vehicle registration and drivers license change of address must be notified within seven days. Some are necessities like banks, Medicare and insurance companies Bowmaker Realty has put together a checklist to help you keep track of tasks essential to a well organised and stress-free move.

- **POST OFFICE**
Redirection of mail to your new address – Australia Post 13 13 18.
- **TELEPHONE / INTERNET**
For disconnection at your existing address and reconnection at your new address phone: Telstra 13 22 00 or Optus 1800 501 430.
- **ELECTRICITY**
AGL 13 12 45 / Ergon Energy 13 10 46 / Origin Energy 13 66 83 / Energex 13 12 53 – Phone to disconnect at your present address and reconnect at your new address.
- **GAS**
Queensland Gas Company 3020 9000 – Phone to connect gas at your new address.
- **COUNCIL**
Regarding the collection and replacement of Rubbish Bins, contact the Moreton Bay Regional Council 3283 0233.
- **FINANCIAL INSTITUTIONS**
Advise your relevant financial institutions (i.e. Banks, Building Societies, Credit Cards etc) of your change of address.
- **INSURANCE POLICIES**
Your insurance company should be advised of your change of address for all policies (i.e. Motor vehicle, life)
- **EMPLOYER**
Let your employer know your new address and phone number.
- **ACCOUNTANT / SOLICITOR**
Advise your professional advisor of your change of address. This could be important for taxation / wills, etc.
- **DRIVERS LICENSE**
Queensland Transport so they can endorse your license. The local branch is on the corner of Beach & Bingle Streets, Kippa-Ring. Ph: 3883 1230 or 3284 1600.
- **CAR REGISTRATION**
Advise Queensland Transport in writing of your new address, together with details of registration. Address to Queensland Transport: PO Box 221, Kippa-Ring QLD.
- **ELECTORAL ROLL**
You will need to register your new address on the State and Commonwealth Electoral Rolls. These forms are available from the Post Office or by phoning 3227 6444 for further information.
- **DOCTORS / DENTIST / HEALTH INSURANCE**
Remember your health providers. They need your address for their records.
- **MEDICARE**
Your closet Medicare store is located at Deception Bay
- **PAY TV**
You need to inform Foxtel 131 999 / Austar 132 432 of your change of address (if applicable).
- **EDUCATIONAL INSTITUTES**
If applicable, notify the relevant school / university / childcare of your new address.
- **AUSTRALIAN TAXATION OFFICE**
Business Tax Enquiries 132 866 / Personal Tax Enquiries 132 861.
- **VETERINARIAN**
It's important to notify your vet, so they have the right address to send you friendly reminder letters, such as your pet's vaccination booster, etc.
- **SUPERANNUATION FUND**
- **SUBSCRIPTIONS / MEMBERSHIPS / REWARDS PROGRAMS / CLUBS and ASSOCIATIONS**
- **CLEANER GARDENER**
- **FAMILY / FRIENDS**
- **YOUR FRIENDLY REAL ESTATE AGENT!**
If your property was SOLD by Bowmaker Realty, please contact us on 3480 5366 to let us know your forwarding address, in case any mail gets delivered to your old address after you have moved.