



Request for removal of Household Furniture and Personal Effects for Defence Personnel

Please read Toll Transitions Defence Relocation Guide to help you plan for your removal.

Please call us if you need assistance on **1800 819 167**

Section 1 Defence Personnel to Complete (All boxes must be completed)

First Name: Last Name:

Rank: Employee ID Posting WEF Date: / /

Who should we contact to keep you informed throughout your removal? Please call us if contact details change.

Name: Mobile: Home Phone:

Work Phone: Email Address:

Important: Please read

I agree to the terms and conditions in Toll Transitions Defence Relocation Guide under which my removal will be arranged. This includes the terms and conditions under which I may become responsible for payment to Toll Transitions of costs associated with my removal including for storage and/or redelivery as applicable.

Customer Signature

Exit Date

If you are exiting Defence, you will become responsible for all storage and associated charges. Please tell us your exit date from Defence. / /

Carton Kit

Will you have a need for portarobes and/or cartons to pack your clothing and, if you wish, your personal papers? If yes, please provide us below with your family details, so we can ensure sufficient cartons/portarobes are provided.

No. of Adults: No. of Children: Ages:

Comments:

Inventories

If your removal has more than one part, e.g. part for direct delivery to residence, part for temporary storage and later delivery to residence – you should provide a separate inventory for each.

Uplift Address (Address moving from)

Street: Suburb:

City: State: Postcode:

Contact at Uplift (if different from above) Name:

Home Phone: Work: Mobile:

Requested Dates Pre-Pack Date: / / Uplift Date: / / Delivery Date: / /

Delivery Address (Address moving to) OR Storage Yes/No: No. of weeks: Location:

Street: Suburb:

City: State: Postcode:

Contact at Delivery (if different from above) Name:

Home Phone: Work: Mobile:

Provide details below of any unusual features which may effect uplift or delivery e.g. -- narrow staircase to 2nd floor flat, steep driveway, clearways, etc.

Uplift Instructions: Delivery Instructions:

Section 2 Toll Transitions to Complete

Date received from Defence Personnel: / /

Contact Name: Client Organisation Code:

Internal Order No.: RSC Patch I.D.: Reason Code:

Work Phone: Mobile: Fax Number:

Email Address: Discharge/Separation Date: / /

Authorising Officer:

Is uplift address a DHA managed property? Yes No Is delivery address a DHA managed property? Yes No

Signature: Dated: / /

It takes about 45 minutes to complete this short-form inventory. Indicate all furniture items to be moved. Include the quantities, a brief description (such as colour or serial number) and a value for these items. If items are not printed list in spare lines provided for each room. There is an additional section on page 5 for you to list any other household items that are not already listed.

You do not need to detail items that can be packed in cartons. For each room, simply indicate an estimated value of the items to be packed at the top of each room.

NAME

COLUMN No. 1	QTY	DESCRIPTION	VALUE
LOUNGE			
Estimated \$ value of items in this room to be packed into cartons			\$ -
Air Conditioner			
Armchair			
Bookcase			
Bureau			
Cabinet, China			
Cabinet, Stereo			
Cabinet, Video			
CD Stand/Rack			
Chairs, Other			
Desk, Student			
DVD			
Lamp, Standard			
Lounge Suite 2 seat			
Lounge Suite 3 seat			
Lounge, Modular pces			
Magazine Tidy			
Organ/Portable			
Piano			
Piano Stool			
Speakers			
Stereo Unit			
Stool, Foot			
Table, Coffee			
Tables, Nest of			
Television			
TV Stand or unit			
VCR			
Wall unit			

HALL			
Estimated \$ value of items in this room to be packed into cartons			\$ -
Bureau			
Chair			
Clock, Grandfather			
Mirror			
Pedestal			
Stand, Hall			
Table, Hall			
Table, Phone			

COLUMN 1 TOTAL	\$	-
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NAME

COLUMN No. 2	QTY	DESCRIPTION	VALUE
FAMILY/RUMPUS			
Estimated \$ value of items in this room to be packed into cartons			\$ -
Bar			
Bookcase			
Bookshelves dsmntld			
Chair			
Computer			
Desk, Student			
Lounge Suite 2 seat			
Lounge Suite 3 seat			
Stool			
Table, Billiard to 3/4 size			
Table/Chairs (kids)			
Television			
Wall Unit			

DINING ROOM			
Estimated \$ value of items in this room to be packed into cartons			\$ -
Bookcase			
Buffet/Sideboard			
Cabinet, China			
Cabinet, Crystal			
Chairs, Dining			
Dresser/Buffet			
Table, Dining			
Traymobile/Trolley			
Wine Rack			

KITCHEN			
Estimated \$ value of items in this room to be packed into cartons			\$ -
Cabinet			
Chairs			
Dishwasher			
Dresser/Buffet			
Freezer			
Microwave			
Refrigerator			
Stool			
Table Kitchen			

COLUMN 2 TOTAL	\$	-
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NAME

COLUMN No. 3	QTY	DESCRIPTION	VALUE
BEDROOM 1			
Estimated \$ value of items in this room to be packed into cartons			\$ -
Air Conditioner			
Bed/Mattress Double			
Bed/Mattress King			
Bed/Mattress Queen			
Bed/Mattress Single			
Bookshelf			
Box or Chest			
Boxes, Cartons			
Chair			
Drawers, Chest of			
Dressing Table			
Mirror			
Stool			
Table, Bedside			
Television			
Wardrobe (double)			
Wardrobe (single)			

BEDROOM 2			
Estimated \$ value of items in this room to be packed into cartons			\$ -
Bed, Folding			
Bed/Mattress Double			
Bed/Mattress Single			
Bookshelf			
Bunks/Mattress			
Chair			
Computer			
Desk, Student			
Drawers, Chest of			
Stool			
Table, Bedside			
Table, Dressing			
Television, Portable			
Wardrobe (double)			
Wardrobe (single)			

BEDROOM 3			
Estimated \$ value of items in this room to be packed into cartons			\$ -
Bed/Mattress Single			
Bookshelf			
Bunks/Mattress			
Chair			
Desk, Student			
Drawers, Chest of			
Stool			
Table, Bedside			
Table, Dressing			
Television, Portable			
Wardrobe (double)			
Wardrobe (single)			

COLUMN 3 TOTAL	\$	-
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NAME

COLUMN No. 4	QTY	DESCRIPTION	VALUE
BEDROOM 4			
Estimated \$ value of items in this room to be packed into cartons			\$ -
Bed/Mattress Single			
Bookshelf			
Chair			
Drawers, Chest of			
Stool			
Table, Bedside			
Table, Dressing			
Wardrobe (double)			
Wardrobe (single)			

NURSERY			
Estimated \$ value of items in this room to be packed into cartons			\$ -
Bassinet/Stand			
Bath, Baby			
Chair			
Cot			
Cupboard			
Playpen			
Pram			
Pusher/Stroller			
Table, Change			
Toybox			

LAUNDRY			
Estimated \$ value of items in this room to be packed into cartons			\$ -
Basket			
Basket, Linen			
Brooms, etc.			
Clothes Airer			
Clothes Dryer			
Cupboard			
Ironing Board			
Table, Kitchen			
Trolley (fold up)			
Vacuum Cleaner			
Washing Machine			

COLUMN 4 TOTAL	\$	-
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NAME			
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COLUMN No. 5	QTY	DESCRIPTION	VALUE
STUDY			
Estimated \$ value of items in this room to be packed into cartons			\$ -
		Bookcase	
		Books, Large Quantity	
		Bookshelf	
		Boxes, Cartons	
		Cabinet, Filing	
		Chair	
		Computer	
		Desk (other)	
		Shelving	

GARAGE/SHED

Estimated \$ value of items in this room to be packed into cartons			\$ -
		Antenna ext	
		Bicycle	
		Boxes, Cartons	
		Camping Gear	
		Canoe	
		Chairs	
		Chest, Tool	
		Esky Large	
		Esky Small	
		Footlocker/Trunk	
		Fridge, Car	
		Golf Bag/Clubs	
		Hose	
		Ladder	
		Lawn Mower	
		LPG Gas Cylinders	
		Mower, Push	
		Pool, Wading	
		Pots, Garden	
		Refrigerator	
		Shelving	
		Surfboard	
		Swing (dismantled)	
		Table, Kitchen	
		Table, Tennis	
		Tarpaulin	
		Tricycle	
		Wardrobe	
		Weedeater	
		Wheelbarrow	
		Workbench large	
		Workbench/Workhorse	

COLUMN 5 TOTAL	\$	-
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NAME			
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COLUMN No. 6	QTY	DESCRIPTION	VALUE
UNUSUAL ITEMS FOR SPECIAL PACKING OR HANDLING			
Estimated \$ value of items in this room to be packed into cartons			\$ -
		Books, Large Quantity	
		CD Collections	
		Clock, Grandfather	
		Hobbies	
		Paintings (h x w x d)	
		Record Collections	

PACKABLE ITEMS OF VALUE

Estimated \$ value of items in this room to be packed into cartons			\$ -
		Cameras	
		Cameras, Video	
		Computer Games	
		Crystal Items	
		Encyclopedia	
		Paintings	
		Playstation / X Box	
		Stereo Components	
		VCR / DVD	

PATIO/OUTDOOR AREA

Estimated \$ value of items in this room to be packed into cartons			\$ -
		BBQ Large Trolley	
		BBQ Portable	
		BBQ Webber	
		Compost Bins	
		Dog Kennel	
		LPG Gas Cylinders	
		Outdoor/Garden Setting	
		Pool, Wading	
		Spa Bath, Portable	
		Trampoline	

ADDITIONAL ITEMS

Estimated \$ value of items in this room to be packed into cartons			\$ -
		Freight Items	

COLUMN 6 TOTAL	\$	-
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TOTALS	
COLUMN 1 TOTAL	\$ -
COLUMN 2 TOTAL	\$ -
COLUMN 3 TOTAL	\$ -
COLUMN 4 TOTAL	\$ -
COLUMN 5 TOTAL	\$ -
COLUMN 6 TOTAL	\$ -
Grand total columns 1 to 6	\$ -

Note: additional pages as per below are not included in the final totals column above.

List any additional items on pages 5 to 8, if they have not been listed on pages 1 to 4.

Item	Comments	Qty.	Size	Value (\$)	Age
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total Inventory Value for additional household items listed on page 5.				\$	

Item	Comments	Qty.	Size	Value (\$)	Age
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
Total Inventory Value for additional household items listed on page 6.				\$	

Item	Comments	Qty.	Size	Value (\$)	Age
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
39					
60					
Total Inventory Value for additional household items listed on page 7.				\$	

Item	Comments	Qty.	Size	Value (\$)	Age
61					
62					
63					
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
Total Inventory Value for additional household items listed on page 8.				\$	

GRAND TOTALS (INVENTORY TOTALS)	
TOTAL PAGES 2 TO 4	\$ —
TOTAL PAGE 5	\$ —
TOTAL PAGE 6	\$ —
TOTAL PAGE 7	\$ —
TOTAL PAGE 8	\$ —
GRAND TOTAL PAGES 2 TO 8	\$ —