

MOVING HOUSE: THE CHECKLIST

Pre Move Checklist:

Moving house? There's plenty to be done, but a plan can help.

Moving Company Check:

- Have you confirmed your moving dates with your removal company?
- Have you returned your acceptance and insurance terms to your moving company?
- Do you require your moving company to arrange house cleaning for you or do you have time to do it. **(NB: not all moving companies offer this service).**
- Pets – check with your moving company to see if they can help you move them if required

Make sure the following have been discontinued and have them set up at your new address (give as much notice as possible):

- Newspaper delivery
- Telephone (get a final reading also)
- Gas
- Electricity
- Water
- Sky. If you notify Sky of your moving date and new address they have disconnect and set up at your new property.

Advise your change of address to:

- NZ Post – transfer your motor vehicle registration
- NZ Post – have your mail redirected. This is a free service, which will last for 3 months.
- Banks to update your accounts
- The Electoral Registrar
- Inland Revenue Department

- Your insurance broker or insurance company/companies
- Hire purchase suppliers
- Credit card companies
- Any publications to which you subscribe
- Stores where you have charge accounts
- Your accountant
- Your church
- Any clubs you belong to
- Police department – if you hold a firearms licence
- Doctor/Dentist/Schools/Vet – if moving out of town get copies of records/files
- Relatives and friends
- Advise your friends of your new address
- Council – regarding animal licences

Just prior to the move:

- Remove all food from the refrigerator
- Clean the stove
- Defrost the freezer. Discuss transport details for freezer with removal firm.
- Disconnect all appliances
- Empty fuels from mowers and other power tools
- Empty gas bottles
- Clean out your medicine cabinet and dispose of unwanted medicines by dropping them into your local pharmacist
- Have your TV aerial taken down and dismantled (if not included in chattels)
- Anchor the drum of your automatic washing machine – check with your local appliance dealer how to do this.
- Dispose of (a garage sale or Trade Me is a good way to get rid of unwanted items) or arrange with your mover to store any unwanted furniture. Check with your insurance

- company whether these items will be covered by your insurance.
- Clean out the garage
- Return any borrowed items such as gardening tools
- Keep aside jewellery, money, important documents or valuables to keep with you in your possession
- List or take a photo of valuable items for special care when moving
- To avoid lost or traumatised pets lock them up or arrange to house them at a friend's house for the day
- Arrange for someone to mind the children on moving day.
- Collect boxes from the dairy and supermarket
- Arrange contents and fire insurance for your new home in conjunction with your solicitor.
- Organise shifting times with the purchaser of your old house and the previous owner of your new one.
- Advise removal company of dangerous goods being moved (i.e. Ammunition, petrol, spirits, chemicals).
- Pack each room leaving the boxes stacked and labelled in those rooms
- Pot and pack away any plants and cuttings you are taking with you
- Identify breakable items to removal men
- Explain your packing procedure to the removal men and be at your new home when they arrive.
- Pack bed clothing
- Pack perishables.
- Fill your car with petrol.
- Make sure your cellphones are charged and keep your charger with you.
- Get some cash out for the removal team and emergencies.
- Phone and remind your friends and family that they promised to help with the move.

- Organise an **Essentials Box** stocked with:
 - Kettle.
 - Tea, coffee, milk, sugar, mugs, cold drinks, cutlery
 - Snacks
 - Cleaning materials, rubbish bags and vacuum cleaner.
 - Pen and paper for meter readings.

On the day of the move:

- Have a good breakfast
- Allocate your friends and family jobs.
- Arrange a map for the removal team so they know where they are all going.
- Take a note of the final electricity and gas reading and provide these details to the power company.

Don't:

- Put breakables or liquid filled bottles/containers in drawers
- Overload drawers and make furniture too heavy to shift (too much weight can damage furniture).
- Store perishable goods where they might be overlooked.

Have one last check:

- Nothing left behind?
- No clothes at dry cleaners
- No gear stored away from home
- Power and gas turned off
- Water turned off and no taps left running
- Light switches off
- Windows and doors latched
- Keys with solicitor or land agent (if appropriate)

Unloading at the new property:

- Take new meter readings at the new property straight away.

- Empty the **Essentials Box** and get the tea and coffee sorted.
- Direct the helpers to move the heavy furniture to where you want it so you are not left with this later.
- Don't unpack everything only the essentials the rest can wait.
- Order takeaways for dinner.

After the move:

- Make an insurance claim, if any damage has occurred during the move.
- Introduce yourselves to your new neighbours.
- Enjoy your new home.

Additional for international moves:

- International drivers licence
- Current passport
- Current and approved visas
- Arrange overseas banking and have funds transferred
- Arrange power of attorney
- Inland Revenue cleared
- Personal accident and medical insurance arranged
- Inoculations done
- Travel arrangements finalised.