

## Moving checklist

### 5-8 weeks prior:

- Liaise with your bank regarding finance on your next property.
- Liaise with your solicitor – is your sale definite yet?
- Select a firm date for moving.
- Book a removals truck and consider getting a quote for professional packing.
- Keep a list of incoming mail and notify change of address of any subscriptions.
- Advise friends and relatives of your move.
- Prepare an inventory of everything and store it with your valuables.
- Plan how and when to pack your belongings.
- Begin collecting large sturdy cardboard boxes for any items you wish to pack yourself.
- Advise your children's school/kindergarten of your impending move and decide, if not already arranged, on a new school/kindergarten.
- Check out potential schools and childcare facilities in your new neighbourhood and begin the enrolment process.
- Have a thorough clean-out. Don't forget the garden shed, garage and basement.
- Begin to run down supplies of frozen/perishable foods.
- Check that larger appliances and pieces of furniture will fit in your new home and make a list of anything you will not take. If selling, advertise them for sale in plenty of time.
- Start assembling boxes and cartons. If you'll be doing the carrying, choose smaller boxes!
- If you will be doing the packing and moving yourselves, start to ask your family and friends for support.
- If you'll be moving cities, make your transport arrangements.

**4 weeks to go:**

- Ensure you have signed the required documents with your real estate agent or solicitor.
- Collect your family's dental and medical records, letters of introduction and children's school records and transfer to the appropriate locations.
- Transfer allowance benefits.
- If renting, advise your current landlord.
- If you have a post office or safe deposit box you may want to change these to your new location.

**3 weeks to go:**

- Advise your solicitor, local council, insurance companies, accountant, hire purchase companies, stores where you have accounts, and clubs of your change of address.
- Start packing and labelling boxes. Colour code each room's items with a strip of different coloured tape, so that each room can be distinguished at a glance.

**2 weeks to go:**

- Ask friends and relatives to help on moving day. You may need someone to look after your children and/or pets.
- If moving a fair distance, have your car serviced.
- Advise your bank(s), where you have accounts, including credit cards.

**7 days to go:**

- Notify NZ Post about re-direction of your mail.
- Arrange an Electoral Roll transfer.
- Advise the Inland Revenue Department.

**6 days to go:**

- Advise the motor vehicle registry (your licence, motor vehicle registration etc.)
- Settle any final accounts for gas, water and electricity.
- Ensure continuity of these services to your new address.

- Move your valuables to a safe place.

### **5 days to go:**

- Contact your telecommunications provider about disconnection of your phone and final billing. Confirm the new number and date of connection.
- List essential items that you'll need on moving day.
- Confirm your removal company.

### **4 days to go:**

- Collect any items outstanding, for example lay-bys, dry cleaning, shoe repairs, etc, from your old neighbourhood shops.
- Return library books.

### **3 days to go:**

- Return anything borrowed from neighbours, friends, etc.
- Cancel paper and milk deliveries.

### **2 days to go:**

- Cancel local arrangements, for example lawn mowing, gardening.
- Clean out your medicine cabinet. Dispose of any outdated medicines by delivering to a pharmacy.
- Empty rubbish bins.
- Do final clean-out of the garage, shed or basement.
- Dispose of inflammables. Refer to your local council for information about where to drop off such items. Drain fuel from lawn mower and other machinery.
- Wash and dry any laundry.
- Take down any curtains, venetians and other blinds that belong to you and which were not included in the chattels with the house.
- Prepare any items requiring dismantling which are being moved, for example, trampolines, garden furniture, etc.

### **1 day to go:**

- Place things you want packed together in separate groups, for example, linen, toiletries, etc.
- Make sure gas, electricity and water meters have been read.
- Defrost the fridge and freezer and remove food. Wash out the interior.
- If moving a long distance, have your pet picked up or drop them off at a kennel or cattery.
- If your car is being transported and it's not needed, have it picked up.

### **The Big Day:**

- Carry all the essentials with you in the car that you'll need on arrival.
- Carry all valuables and important papers with you personally.
- Tighten all taps.
- Check gas, electric switches and lights.
- Clean the house for the future owner or tenant – including cleaning all floors, windows and blinds or curtains and the bathroom and kitchen.
- Lock all doors and windows.
- Check nothing has been left behind.
- Remember – you don't have to get everything unpacked on the first day. The priority is setting up your bed and your children's beds – then the kitchen.