

## Moving Checklist

### Print and read a copy of our:

- Moving Planner
- Packing Guide
- Companies and Services Checklist
- Inventory sheet

### 2 Months before the move

- Read Terms and Conditions
- If necessary, inform landlord
- Have a clean out
- List everything to be moved

### 1 Month before the move

- Advise employer of moving date
- Advise all necessary companies and services as per the 'Companies and Services Checklist'
- Purchase packing materials
- Make arrangements for animals
- Start packing
- Contact lawyer, confirm arrangements
- Collect important documents, health records, school records etc

### 2 Weeks before the move

- Confirm quote or estimate
- Confirm moving date
- Advise neighbours of move
- Arrange Transit Insurance
- Arrange Contents Insurance, if good are being stored
- Have mail redirected via NZ Post
- Organise children for moving day
- Make floor plan of new home
- Email friends and family your new address
- Final inspection, if renting

### 1 Week before the move

- Collect new home keys
- Final water meter reading
- Final gas meter reading
- Final electricity meter reading
- Finalise inventory sheets
- Put aside essentials for the day
- Confirm any special instructions for your new home. Pool and appliance operation, alarm system etc
- Tidy gardens and mow lawn
- Arrange space for moving truck to park
- Confirm arrangements for children

### Day before the move

- Defrost and clean fridge
- Disconnect and clean microwave
- Check house for missed items
- Disconnect washing machine and dryer
- Place mobile phone on charge
- Check and label all boxes
- Clean stove, oven etc

### On the day

- Check you have essentials for the day
- Confirm the truck has a space to park
- Advise neighbours of move
- Disassemble beds
- Disassemble tables
- Disassemble outdoor equipment
- Disconnect all appliances
- Put rubbish out
- Clean house
- Check final meter readings
- Lock all doors and windows
- Ensure moving company has floor plan of new home
- Ensure moving company has directions to new home
- Inventory sheets in hand
- Bottle of wine

### Essentials for the day

- Kettle, Jug
- Milk
- Sugar
- Tea and coffee
- Snacks
- Vacuum cleaner, Hoover
- Cleaning supplies
- Important documents
- Basic utensils and cups
- Pen and paper
- Mobile phone
- Cash, coins and notes
- Torch
- Box knife or scissors
- Pet food
- Children's toys
- Corkscrew
- Beer, Wine
- Bedding, towels
- Spare clothes