

Moving Planner

Moving house can be a stressful time. The following planner will help you focus on what needs to be done and when, to help make your move as smooth and easy as possible.

3 Months Before Your Move

- Research the area you are moving to. Find out about the local services you may require there - pharmacies, libraries, schools, gym etc.
- If you are moving nationally or internationally for work, talk with your employer first. They may have a policy for your moving and storage expenses.

2 Months Before Your Move

- This is the perfect opportunity to have a big cleanout of your home. Throw out anything you know you are never going to use. Sell any items you don't want - give them to charity or to family and friends. You will save money by not transporting these possessions to your new home.
- Make a list of everything you want to move and anything you want to store. Print off a copy of our inventory sheet.
- Figure out exactly how many possessions you have. The more accurate you can be the better, and be honest! Use our online calculator to get a good estimate of what you have. For a more accurate calculation of space, just email us a list of everything you have.
- Now you know what you have, it's time to get a quote. Get a quote for the relocation and a quote for storage at the same time if you need it.
- Get a quote for transit insurance and contents insurance from us. If you are relocating or storing your goods check with your insurer as to what your policy will cover. Ask about any hidden or extra costs that you may incur.
- Save a copy of the quote, terms and conditions and any other necessary documents in your email, as well as a hard copy.
- If you are renting, let your landlord know you are moving out. Check whether your lease is fixed-term or periodic as this will determine whether or not you have to give notice. A periodic lease requires 21 days notice.

1 Month Before Your Move

- Let your employer know your moving date and arrange time off if necessary.
- Inform your gas, electric and phone company that you are moving. Arrange a date to transfer or disconnect services from your old address. Give them the new address and contact details.
- Contact your landlord, if renting, and inform them in writing of your moving date.
- Purchase your Packing Materials from us. Don't forget our 50% discount for any of our boxes returned in good condition. If you prefer you can arrange for us to come and pack up the house for you.
- Start packing any items you know you are not going to need before the move. The garage is usually a good place to start! Be sure to separate and clearly mark items for removal and items for storage. You will be amazed at how much stuff you actually have hidden away in cupboards and wardrobes.
- Write the room to which the box belongs on the outside of the box, this helps for the boxes to be placed where they need to be at the new home.
- Wipe out cupboards and drawers as you empty them.
- Print off a copy of our free packing guide.
- Don't forget items you may have stored in outdoor sheds, under the house and hidden away in the attic.
- Think about your pot plants – they can't be stored. Give them away, leave them with friends or sell them.
- Organise a transportation method for any animals you may have. Check on national and international requirements - vaccinations, documents, registration etc.
- When moving city or country, remember to collect or transfer any important documents. Health records, school records, pets medical documents etc.
- If you have sold or bought a home, contact your lawyer and real estate agent to confirm moving, settlement dates etc and make sure all paper work is signed and in order.
- Don't forget to keep out any important documents that you may need – passports, banking items etc

2 Weeks Before Your Move

- Book in a suitable time and date for the move.
- Arrange transit insurance for the move or storage job. Our carrier's liability policy only covers damage up to \$1500, this is included with every move. We can offer you additional transit insurance at very competitive prices.
- Arrange contents insurance if you have anything going into storage. Check with your insurer if you are covered whilst your goods are in storage. If you are not covered we can offer you insurance at very competitive price.
- If you are renting, arrange for the landlord to carry out a final inspection.
- Inform appropriate services and organisations of your new address and contact details. Use our free checklist for a list of services. Don't forget to tell your friends and family. Group email is an easy way to let people know.
- Contact New Zealand Post to have your mail redirected.
- Sell or move your pot plants if you're putting your possessions in storage.
- If you have any children or pets, ask a friend or relative to look after them for you on moving day.
- Make a floor plan of your new home, sit down with the family and decide who gets which room and where everything is going.
- You should be well underway with your packing, print off a copy of our free packing guide to help you.

1 Week Before Your Move

- Arrange to collect the keys for your new home as soon as possible.
- Get meters read and arrange final bills and any outstanding accounts.
- Confirm your arrangements with gas, electric, phone companies etc and cancel any remaining home services, gardener, cleaner, etc. Use our free checklist for a list of services.
- Start using up the food in your fridge and freezer. Remember you can't store any food items.
- Make a floor plan of your new home so everyone knows which rooms the furniture is going to.

- Start giving the house a clean. This way it will only need a quick once over on moving day or better still, get someone else to clean the house for you!
- Make sure you have your copy of the inventory sheets. You can make sure everything has arrived at your new home.
- Make sure you have some cash with you for any expenses you may come across when you move.
- If moving nationally or internationally make sure you have all your important documents, travel itinerary, airline ticket, passport etc safely away so as not to get packed or lost in the move.
- Keep handy a list of any important documents and contact details, moving company, addresses etc.
- Have some essentials aside for the day - drinks and food, vacuum cleaner and cleaning products.
- Ensure young children have food or milk and a few favourite toys put aside.
- Organise any boxes, clothes, suitcases you wish to take with you. Pack up separately any valuables, jewellery, important documents etc and put them aside. The bathroom is a good place for items you don't wish to be packed. Take these items with you in the car.
- Ask the owners of your new home for any special instructions or directions - alarm function, heating system, spa and pool operation etc.
- Give the gardens and lawns a quick once over.
- Confirm any arrangements for your children or pets. Don't forget any food, drink or medication they require.
- Make arrangements at your new home to allow space for the truck to park. Let your neighbours know when you are moving in, especially if your home is down a shared driveway!

Day Before

- Defrost and thoroughly clean your refrigerator. Empty the drip tray at the back. Store any perishable items in a chilly bin/esky. It pays to spray the back for cockroaches.
- Disconnect and clean the microwave. Be careful of the glass plate inside!
- Check all the nooks and crannies for anything you may have missed.
- Disconnect the washing machine and dryer. Drain the hoses and place inside the washing machine. Don't forget to check you have all the washers!
- Finish packing and label all the boxes or items you have. Be sure to label items that you wish to remain behind or go into storage. If you find you still have a lot of packing to do, don't stress! Just give us a call and we can organise to finish the packing for you on moving day.
- Finish any cleaning you may have missed.
- Make sure you have a good team to help you unpack at the other end. A few extra hands can make a huge difference on the day.
- Put your mobile phones on charge - you always need to make phone calls during moving day.
- Have a hearty dinner and get a good night's sleep. You are going to need it for moving day!

Moving Day!

- Check you have your essentials for the day - food, drink, money, mobile phone etc.
- Check all your important documents, clothes and necessary items are safely put away.
- Confirm the truck has a space to park and your neighbours know you are moving in/out today.
- Disassemble any large items - beds, bunks, trampolines, tables, outdoor toys etc.
- Disconnect any remaining appliances.
- Double check around the house for anything you have forgotten to pack or put aside. Check in all the wardrobes and cupboards, under the house, in the shed and in the attic.
- Finish any last bits of cleaning and put out the rubbish.
- Check with your appropriate utility companies for your final meter readings. Ensure your new home has been connected with power, gas, water etc.
- Close and lock all doors and windows at your old address. Collect and label keys for the new owners.

- Have a check of your new home and take the meter reading. Ensure everything is in order. If you are moving into a rental property, be sure to check the home against the property report and inform the landlord of any discrepancies.
- Make sure someone is with the removal company to ensure your furniture goes into the right rooms and ensure everything runs smoothly at your new address.
- When unpacking the boxes, cut the tape and flatten them out. Use a few boxes to put wrapping paper and bubble wrap back into. Remember you get a 50% refund on any of our boxes returned to us in good condition. Just give us a call and we will collect the packaging for you!
- Keep your inventory sheets handy and check off your items as you unpack them.
- When reconnecting the washing machine, check all the hoses for sealing washers and that the connections aren't leaking.
- Ensure someone has organised a nice bottle of wine or a box of beer to relax with at the end of the day!