

Moving Home Checklist

Moving house can be a complicated challenging experience. Studies show it can be as stressful as a death in the family. When it's time for you to up and leave remember the 4ps of moving: **Prior Preparation Prevents Panic!**

4-6 Weeks to Moving Day

- Book your removal company. There's professional brothers then there's dodgy brothers (these are the guys who tie lots instead of tying actual knots) you know which type will book out first. Set yourself a moving budget.
- Organise Contents and Household Insurance for your new home.
- Notify Electoral Office of your new address, <http://www.elections.org.nz/>. Also Drivers Licence and Car Registration; <http://www.nzta.govt.nz/>.
- Make sure all that furniture you just had to have last summer fits in your new home. There's nothing worse than seeing a lounge wedged in a stair case.
- Make a note of special items that require special care to move...Like a piano... Or grandads ern!
- Prepare an inventory of everything you own, noting any scratches or dents.
- Let go of your hoarding tendencies and dispose of anything you don't need.
- Check any moving instructions for your washing machine with the manufacturer.
- Start eating! This is the only time to your get to eat everything without feeling guilty. An empty fridge freezer is much easier to carry.
- Sort through the garage, garden shed, roof, under the house – your school reports will not be as precious to the new owner.
- Gas cylinders and air bottles should be empty with valves open, dispose of all flammable liquids. (Garden chemicals, paint, paint thinners, cleaning fluids, bleach, fuel, aerosols of any kind etc.)
- Create a folder for all your moving documents – some self storage companies provide glossy orange brochure holders with their quotes – guess who?!
- Arrange for your mail to be held or redirected to your new address – no one wants to miss that letter for Jury Duty...
- Arrange school, preschool, day care transfers..... only if you have kids that is.
- Redirect or cancel newspaper and other subscriptions.
- Arrange a rubbish pick-up with the local Council.

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- Confirm with lawyers/Real Estate Agents key collection time and Settlement date as this will determine your moving day.
- Plan to carry important legal documents and jewellery yourself. Being discrete here is wise. Being a secret squirrel and carrying it disguised in a box marked "rubbish" may backfire!
- Pre plan and schedule any necessary repairs required. You may regret not doing this sooner, two years with a leaky tap is only too common.
- Research storage facilities – call us we can recommend you some good ones. 🙄
- Obtain family and pet medical records. Also dental and school records... Criminal histories are up to you!
- If leasing, arrange property inspection and book cleaners.
- Power at your new home will be useful so transfer/set up your utilities because goodness only knows which box you packed the candles in.
- Arrange home and contents insurance and keep your eyes on the road Ronda! And yes we said this earlier you're not going crazy!

Packing Yourself

- Arrange carton and packing material delivery (labels, bubble wrap, tape, markers, paper with your removalist company... Or your favourite self storage company 🙄)
- Use clean white butchers paper not newspaper if you don't want to read last weeks news on your coffee cups.
- Label every carton clearly, on the tape, as to contents and its room destination.
- Prepare an inventory list of each carton. Mark clearly FRAGILE. Note all dents and scratches.
- Pack lighter items in large cartons, heavier items in small cartons and at the bottom. Before sealing check the weight and give it the lift test – you will thank us come moving day!
- Dismantle furniture that comes apart – careful here, some furniture is meant to come apart some is not. If 10 bolts come out 10 bolts should go back in. Keep these in an essentials carton with remotes, keys, furniture manufactures instructions etc.
- Prepare a survival kit (load last) with kettle, tea & coffee childrens toys, school needs, pet requirements (especially leads) bathroom necessities, phone charger, medication, snacks, toilet paper, scissors, cork screw, bottle of champas...
- Consider taking very sentimental and personal items in your car. Don't let strangers handle your favourite toys.

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2-3 Weeks to Moving Day

- Contact all relevant authorities to notify of your new address.
- Return all library books, DVD's, VHS videos for those born earlier than 1995.
- Arrange for family and friends to mind children and pets on moving day. Again you'll thank us for it!
- Arrange transfer of bank accounts, internet, telephone, gas, electricity connections.
- Arrange move of boat, trailer.
- Fill prescriptions needed the week before and after the move.
- Service your car, drain the lawn mower.
- Arrange final readings of gas and electricity meters, remove batteries.
- Discontinue any delivery services, newspapers, automated payment plans and local memberships. Collect dry cleaning.
- Book a locksmith to change the keys on moving day at your new home if necessary.
- Ensure new home will be thoroughly cleaned, oven cleaned, carpet steam cleaned before your move and original home after your move.
- Disassemble outdoor items such as childrens' play equipment.

1 Week to Moving Day

- Set aside bed linens, towels to be used on the first night so beds can be made up as soon as possible on moving day.
- Draw up your plan of each room in your new home with furniture placement for your removal supervisor.
- Have indoor plants watered lightly and packed into plastic lined boxes.

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- Advise services, eg. baby sitter, gardener, cleaner.
- Back up computer hard disk. Prepare printer and scanner for travel.
- Re-confirm all moving details with Removalist, Real Estate Agent, Lawyer. Confirm that your mover has all contact numbers, new address and clear detailed instructions.
- Arrange access and parking for the Removalist's truck.

The Day Before the Big Move

- Defrost and empty out your refrigerator. Have a portable Esky and ice to transport contents. Clean the oven. Have vacuum on hand for last minute cleaning.
- Pack personal luggage / items to take with you.
- If using professional packers remember to leave out essential items for that evening and the following day.
- Unplug and tie up appliance cords.
- Cash on hand for last minute expenses and necessary finances for moving organised.
- If your house will be empty for a while inform police and neighbours.
- Prepare an action plan for moving day.

Moving Day

- Have "ESSENTIALS" and "SURVIVAL" cartons on hand.
- Provide Removalist with floor plans and new address parking information.
- Ask Removalist to load kitchen boxes last so they are first off the truck.
- Ensure all meters read, car and house key collection organised.

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- Check off all items as they go into the moving van.
- Lock all doors and windows, turn off hot water system if required.
- Check the tops of cupboards, garden area, sheds, garage.
- Return all keys to the Real Estate Agent or new tenant. Lock house, turn off power, tighten all taps, check gas and electrical.
- Remove electric/remote garage opener from your car.

Your New Home

- Try to stand at the Removalist entry point and give clear directions as to furniture placement.
 - If leasing, document condition of property and furnishings with the appropriate agent.
 - Check all utilities are connected, hot water service on.
 - At completion of unloading, check all is to your satisfaction.
 - Have security checked and locks changed if concerned.
 - If move is from storage, interstate or overseas, check and sign the Inventory.
 - Assemble beds and make up as soon as possible.
Settle pets with familiar items. With outdoor pets remember to check perimeter fencing. Temporarily secure any weak points until you can make permanent improvements. A pet is already nervous from the move and could make a break for it. Don't make your first introduction with your neighbours a plea to find your hamster!
 - Notify moving company immediately if anything is missing.
 - Check that you have all keys and relevant instructions to your new residence.
 - Contact your new local council for garbage collection information and new residents folders.
 - Once this is all done sit back, relax, pop the champas and congratulate yourself!!!
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