

Moving *Checklist*



Checklist

Six weeks prior

- ☐ Create a list of everything that needs packing in each room to estimate logistics or storage
- ☐ Photograph television and stereo cables to make reinstalling in your new property easier

Four weeks prior

- ☐ Book in furniture removal company
- ☐ Book a cleaner
- ☐ Book a carpet cleaner
- ☐ Have a big clean up and get rid of items no longer needed, donate unwanted items to schools or charities or give away to friends and family
- ☐ Research local health facilities
- ☐ Research sporting clubs or gyms if needed

Two weeks prior

Be sure to notify and update your address with the following organisations/people:

- ☐ New Zealand Post mail redirection
- ☐ Bank and credit card companies
- ☐ IRD
- ☐ Solicitor
- ☐ Employer
- ☐ Insurance companies; household, car, contents, health
- ☐ Schools
- ☐ Motor vehicle registration
- ☐ Doctor, dentist or other medical practitioners
- ☐ Local authority – Council for rates, animal registration
- ☐ Stores where you charge accounts
- ☐ Hire purchase or finance companies
- ☐ Local club memberships
- ☐ Friends and relatives
- ☐ Accountant
- ☐ Magazine subscriptions
- ☐ Police (if you own & store firearms)

One week prior

- ☐ Cancel gas and power (arrange a final meter reading)
- ☐ Cancel telephone and internet
- ☐ Discontinue water service
- ☐ Disconnect TV Aerial/Sky TV
- ☐ Transfer alarm monitoring services
- ☐ Transfer newspaper delivery service
- ☐ Cancel lawn mowing/garden services
- ☐ Confirm dates/times/locations with furniture removal company
- ☐ Organise a supply of boxes from places like the supermarket, retail stores
- ☐ Get more packing tape - it's always better to have more than less
- ☐ Carefully wrap and label fragile items
- ☐ Don't overfill boxes – make sure they're not too heavy to carry
- ☐ Make sure your insurance covers you for moving day
- ☐ Label all boxes with the contents and room they are going to
- ☐ Ensure chattels that have been sold with the property have not been accidentally packed

The day before

- ☐ Clean out the fridge and defrost freezer
- ☐ Clean the oven
- ☐ Tidy the backyard
- ☐ Disconnect all appliances
- ☐ Clean dishwasher (if this belongs in the house)
- ☐ Set aside things that you will need on the day of the move so you can take them with you (e.g. food, drinks, cleaning products)

On moving day

- ☐ Disconnect your washing machine and drain the water
- ☐ Check the tops of wardrobes and in the attic/basement for any forgotten belongings
- ☐ Keep jewellery, money, passports, legal documents or insurance policies with you
- ☐ Leave relevant instruction manuals and important documents on the bench
- ☐ Ensure the house is clean and tidy for the new tenants or owners
- ☐ Turn off lights, hot water, gas meter and power
- ☐ Take all your rubbish with you
- ☐ Lock the door when you leave and leave the keys with your real estate salesperson or other appropriate person

At your new home

- ☐ Double check that everything in the property is in order and meets the terms of your purchase contract
- ☐ Check that the electricity, gas, hot water and telephone connections have been switched on
- ☐ Check security - if you are concerned arrange to have locks changed
- ☐ Teach children how to get to their new school, college, university
- ☐ Look after your pets – keep them inside or in a fenced area until they get used to the area

Get in Touch

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