



THE BIG MOVE

Lodge
Real Estate REAA 2008



PACKING TIPS

BOXES/CARTONS

- The easiest place to find free sturdy boxes is the local supermarket or liquor store – ask them to save boxes for you instead of disposing of them.
- Beware – boxes from food stores may contain insects.
- Choose a solid bottomed box for heavy items – the heavier the item, the smaller the carton.

OTHER ESSENTIALS

- Designate the kitchen table as your work area.
- Newspaper is an effective packing material. Protect items from ink smudges by placing in plastic bags first.
- Bubble wrap can be purchased in bulk rolls from packaging supply stores.
- Other essential items: twist ties, plastic tape, a razor blade knife, and a felt-tip marker.
- Use a wide roll of strong gummed packaging tape to seal your boxes. Tape the bottoms of cartons up if they are sagging or looking suspect.
- Toilet paper is great for smaller items.
- Pillows/cushions can be stuffed in with fragile items such as TVs and stereos.

GENERAL

- Pack one room at a time.
- Complete inventory sheets and stick them onto your boxes. In comments, add “fragile!” on the location of specific high-value items. Mark which rooms the boxes are going to.
- Heavier items should be packed towards the bottom of the box.
- If you only have very large boxes don’t pack them full of your heaviest items.
- Soft toys and some clothing can be left in dressers and cabinets.
- Consolidate small boxes like shoe boxes and pack into larger boxes. Fill spaces with packing paper.
- Toys and loose shoes do not have to be wrapped individually. Place in large cartons and seal.
- Books, files and folders: stand on end. Use small cartons.
- Do not pack aerosol or flammable containers.
- Keep a tool kit handy as you may have to dismantle your bed, the table or chairs, or even remove a door to get a large couch through.

DISHWARE AND CUPS

- Wrap each dish or cup separately in newspaper.
- Stack together, wrap and seal each stack.
- Place stacks in boxes with crumpled newspaper around them.

GLASSES AND STEMWARE

- Stuff each glass with newspaper or tissue before wrapping with newspaper.
- Place individually wrapped glasses into a small/ medium carton and stuff crumpled paper into gaps.

PRINTS, ARTWORK AND MIRRORS

- For mirrors or anything framed in glass, tape a large letter “X” across the front to prevent pieces loosening if it breaks.
- Cover the frames or canvas with bubble wrap and seal with tape.
- Place in a box slightly larger than object, or double box for unframed canvases and valuable artwork.
- For sculptures, bubble wrap and place upright in a box filled one third with styrofoam peanuts. Protect on all sides with styrofoam peanuts, ensuring it doesn’t touch the sides of the box.

TV AND STEREO GEAR

- Place inside the original foam forms, or use the double-box method. Fill the smaller of two boxes with styrofoam peanuts. Place equipment in the middle, packing all surrounding space with foam blocks. Add cables, close and seal the box. Fill a larger box with styrofoam peanuts and place the first box inside it. Include all remotes.
- Make sure components are cool, colour code wires for easy re-assembly.
- Check your CD player manual to see if you need to secure moving parts.
- Tape down the arm and the “platter” on turntables and pack cover separately.

COMPUTERS

- Back up all your data files.
- Ask the computer company if they advise you “park” your hard drive. This involves a special program e.g. “SHIP.EXE” to retract the recording heads.
- Pack your backup discs in a separate box, away from anything magnetic.
- Unhitch cables and colour code them for re-assembly. Bundle with wire/plastic ties or rubber bands.
- Pack as for TV and Stereo gear.
- Small printers can be packed together with the CPU, but be sure to remove the printer cartridges.

MOVING TIPS

MOVING WITH KIDS

- Talk about the move a lot beforehand so that they know what’s happening. Even very young children can understand a lot more than they can speak. Make your move an adventure.
- Mark your children’s boxes clearly so that they can unpack their own things. Alternatively, put a few toys into each box so that they are kept busy “discovering” their toys.
- Make sure one box of kids’ essentials travels with you. Pack lots of snacks and drinks in case of delays.

SHIFTING HOUSE PLANTS

- Moving companies will transport house plants but will not guarantee their survival. A driver may refuse to load plants if there is evidence of insect infestation.
- Transported plants should be placed on the car seat. Never put them in the trunk of your car since any extreme temperature changes can be disastrous.
- Water plants at least 24-48 hours before leaving day, to ensure they are not saturated and dripping water when you move them. Do not over water the plants before leaving since you can always water at a rest stop.
- Securely place them in a cardboard box. Line the box with a plastic rubbish bag, and then use newspaper around the pot to prevent shifting.

MOVING WITH PETS

- Schedule a physical exam with your vet to determine if anything is needed before you begin your trip. Collect records and immunisation certificates.
- Use a pet carrier. Exercise your pet at rest stops, always on a leash. If you must leave your pet in the car, avoid parking in the hot sun and be absolutely sure to leave the windows open a fraction.
- Find out if hotels or motels will allow your pet to stay with you.
- If travelling with a cat, have its claws cut. A nervous cat may inflict damage or tear out a claw or two.
- There are pet transportation companies, but special requirements must be considered. Your pet can be transported by air. Reservations should be made early. Attach any instructions for feeding, emergencies, or protection to your carrier. Make certain that name and address tags cannot tear off or be lost.
- A lightly fed pet travels better so you may wish to regulate food and water before travelling.
- Many vets will recommend a mild tranquilliser for the trip. Follow dosage exactly.
- Upon arrival be as reassuring as possible and offer plenty of understanding and affection.

CHANGING OVER UTILITIES AND SERVICES

ELECTRICITY SUPPLIERS

Choose your supplier from the following companies that service Hamilton and the surrounding districts. You will be asked for identification; some may check your credit rating or ask for bond.

You'll need to:

- Give four working days notice
- Give your forwarding address
- Arrange to do a final reading at the address you're leaving
- Provide an accurate address (street address) to which you are moving
- Give the date you're leaving the old home and moving into the new one
- Contact: 0800 80 9000 or www.contact.co.nz
- Genesis Energy: 0800 300 400 or www.genesisenergy.co.nz
- Meridian Energy: 0800 496 496 or www.meridianenergy.co.nz
- Mercury Energy: 0800 10 18 10 or www.mercury.co.nz

GAS SUPPLIERS

Confirm with the gas retailer whether or not they supply the gas in your area. Some companies may ask for bond.

- Contact: 0800 80 9000 or www.contact.co.nz
- Genesis Energy: 0800 300 400 or www.genesisenergy.co.nz
- Mercury Energy: 0800 10 18 10 or www.mercury.co.nz

PHONE SERVICES

- Give your service provider at least three working days notice.
- Advise the date you'll be leaving your home and moving into your new one.
- Let them know the services you have and new ones you'd like to set up.
- Arrange your free directory listing if needed.
- Confirm a date and time for your services to be set up and running.
- Check if there are any applicable charges.

Have the following information handy:

- Your account number or current phone number.
- The accurate street address you are moving to.
- The date you will be leaving your old home and moving into your new one.

If you are moving to a house that has not had phone services connected in the past, phone 123 well in advance of your move so Spark can check if the service is available and arrange for any additional work required to connect your phone.

A man with a beard and short brown hair, wearing a red, white, and blue plaid button-down shirt, is standing and looking down at a black clipboard he is holding. He is holding a blue pen in his right hand and appears to be writing. He is wearing a silver-toned watch on his left wrist. The background is a blurred outdoor setting with a metal railing and a building.

**BEFORE
THE MOVE
CHECKLIST**

1 WEEK TO GO

- ☐ Mow your lawn for the last time.
- ☐ Drain fuel from lawn mower and other machinery.
- ☐ Organise a cleaner for the final clean.
- ☐ Organise final accounts for gas, water and electricity.
- ☐ Contact telephone provider regarding disconnection of your phone and final billing.
- ☐ Confirm new phone number and date of connection.
- ☐ Ensure continuity of services to your new address. See information on power and phone services.
- ☐ If moving a long distance organise your pet to be picked up.
- ☐ Fill any necessary prescriptions, medications needed for the next two weeks.
- ☐ Dismantle large items being moved, e.g. trampolines, garden furniture.
- ☐ Set aside separately all documents, valuables and important papers that will be travelling with you.
- ☐ Have your farewell party.
- ☐ See "Lodge Real Estate New Home Checklist."
- ☐ List essential items you will need on moving day.
- ☐ Organise extra cartons of different sizes for last minute packing on move day.
- ☐ Confirm removal company booking date, time and ensure they have the correct address.

3-4 DAYS TO GO

- ☐ Collect any items outstanding, for example, lay-bys, dry cleaning, shoe repairs, return library books, garden tools etc to neighbours or friends.
- ☐ Ask manufacturers if the washing machine/ refrigerator needs bolting down.
- ☐ Clean out medicine cupboard.
- ☐ Do final clean out of garage.
- ☐ Wash and dry laundry.
- ☐ Take down curtains, venetians and other blinds if taking them.

THE DAY BEFORE

- ☐ Make sure your phone is fully charged.
- ☐ Fill up your car with fuel.
- ☐ Empty rubbish bins.
- ☐ Cut spare keys for the new house so no one is waiting to get in.
- ☐ Ring parents or a friend to come and take the kids (or the pets) for the day.
- ☐ Ring mates who promised to help and remind them tomorrow is the day.

- ☐ Pack a bag with a change of clothes and toiletries you will need.
- ☐ Place things you want packed together in separate groups.
- ☐ Separate and leave all manuals for appliances, alarm etc in house.
- ☐ Dismantle TV aerial if taking with you.
- ☐ Disconnect your washing machine and drain water.
- ☐ Defrost fridge and freezer and remove food. Wash out interior.
- ☐ If your car is being transported and it's not needed, organise it to be picked up.
- ☐ Organise sufficient cash to cover the move, and any last minute emergencies.
- ☐ Make labels clearly marked DO NOT MOVE for the items that the movers will not be moving. For your peace of mind, place them all together in one room.
- ☐ Finish labelling boxes to save you hunting through it all at the other end.
- ☐ Prepare a moving day 'survival kit' for the new house: toilet paper, medications, torch, pet food, spare glasses, contact lenses, baby or child care items, toys and car games for children, notepad, pen, notes on moving, fuses, tools (screwdriver, hammer, pliers, pocket knife), candles, matches, cash, phone charger, telephone numbers, duct tape, rope and a lot of string.
- ☐ Prepare essential supplies box of food and drink for moving day; Snacks – fruit, bread, cheese and finger foods Bottled water, juice, coffee, tea, milk, sugar Thermos of hot water Plates, cups, cutlery – disposable could be practical Paper towels, tea towels Sharp knife Can opener Corkscrew/bottle opener Kettle, mugs
- ☐ A few cold ones for the helpers and a bottle of champagne to celebrate.
- ☐ Other essentials to set aside that you'll need throughout the day include: Cleaning materials and wipes Vacuum cleaner Dustpan, broom Large bin liners Spare supermarket plastic bags
- ☐ Make a list of jobs for your helpers (both at your new and old addresses) so that everyone will know what to do.

CHANGE OF ADDRESS

- | | |
|--|---|
| <input type="checkbox"/> Post office for mail redirection. | <input type="checkbox"/> Relatives, friends and local correspondents. |
| <input type="checkbox"/> Bank/credit card companies. | <input type="checkbox"/> Club memberships. |
| <input type="checkbox"/> Inland Revenue Department. | <input type="checkbox"/> Insurance company to transfer your household contents insurance, car insurance and health insurance. |
| <input type="checkbox"/> Doctor & Dentist. | <input type="checkbox"/> Gas & electricity. |
| <input type="checkbox"/> Land Transport Safety Authority, Motor Registry (your license, registration). | <input type="checkbox"/> Telephone, Sky TV, Internet connection. |
| <input type="checkbox"/> Schools. | <input type="checkbox"/> Lawn mowing & garden services. |
| <input type="checkbox"/> Accountant & Solicitor. | <input type="checkbox"/> Arrange Electoral Roll transfer. |
| <input type="checkbox"/> Local Authority rates, water rates. | <input type="checkbox"/> Cancel newspaper, milk deliveries, alarms. |
| <input type="checkbox"/> Stores where you have charge accounts. | <input type="checkbox"/> Publications you subscribe to. |
| <input type="checkbox"/> Finance companies for hire purchases. | |

REDIRECTING YOUR MAIL

New Zealand Post's Redirection service can redirect your mail to almost anywhere in New Zealand and overseas.

- You can choose to redirect it permanently for 2, 4, 6 or 12 months (a fee may apply), or temporarily until you return to your old address (no charge).
- At www.nzpost.co.nz select "personal," then "manage mail delivery," then "redirect mail."
- Ask for a change of address request at your local post shop and submit the request (identification required), at least three working days before you want it to start. They will write to you to confirm redirection. They can't redirect parcels and courier items, mail addressed to people at collective address (eg. hotels, hostels, rest homes, clubs).
- If your mail is addressed to two or more people you must list all the names in your application or the mail will be returned to the sender.
- Your mail will be delivered as it's addressed when your redirection expires.
- www.changemyaddress.co.nz is a free online service provided by New Zealand Post. Available 24 hours a day, seven days a week, it's the fast and easy way to send your new address details to businesses throughout New Zealand. You can also create your own 'e-cards.'

YOUR NEW HOME CHECKLIST

- ☐ Check the gas, electricity, power and phone are connected before you move.
- ☐ Check you have access to the new property before the removal truck arrives.
- ☐ Ensure taps are available for washing machine connection.
- ☐ Arrange for Sky TV, newspaper, milk and connection for security systems.
- ☐ Are there smoke alarms and picture hooks?
- ☐ Get spare house key cut.
- ☐ Make an insurance claim if any damage has occurred during the move.
- ☐ Enjoy living in your new home.

LODGE INFORMATION TO ASSIST WITH YOUR MOVE

- ☐ Organise the "final viewing" of your new property with the real estate company a few days in advance.
DATE: _____
DAY: _____
TIME: _____
- ☐ One week before settlement ensure the property insurance is organised. The solicitor needs to verify to the bank before you sign the loan documents.
- ☐ One week prior, make an appointment with your solicitor/bank manager to sign mortgage documents. Ask your solicitor to send the signed documents back to the bank straight away as the earlier the bank receives these documents, the higher up in the queue your settlement is likely to be on the day. This should hopefully allow you to get the keys earlier on settlement day.
- ☐ When the money is transferred by the solicitor the purchaser is entitled to vacant possession. It's safer and more appropriate to organise a time later in the day for possession, as "settlement" usually takes longer than you think.
- ☐ The real estate company is unable to release the keys to you until the vendors or their solicitor has authorised in writing for them to do so.
- ☐ Departing house – all spare keys (external and internal) to be left with the Solicitor/Real Estate Agent plus instructions in regards to security systems.
- ☐ New house – pick up the keys from the real estate office during opening hours or make arrangement with salesperson to get them to you.

MOVE DAY CHECKLIST



- ☐ Have a good breakfast to boost your energy.
- ☐ Keep basic tools handy – screwdriver, hammer, pliers, pocket knife to help break down furniture.
- ☐ Keep valuable and other essential kits aside in a closed off room like the bathroom – you can grab them when you’re leaving.
- ☐ Allocate jobs to your mates or family who have turned up to help.
- ☐ If the kids are old enough, give them jobs to keep them occupied. Pack a box of their own ‘essentials’ that they’ll want to have nearby at the new house.
- ☐ Remove any hazards from around the work area, door mats, floor mats, rugs, hanging plants, pot plants or planter boxes, banister or other fixtures.
- ☐ Have the phone number for the removal company handy.
- ☐ Block off a space to make sure the truck can park outside your house.
- ☐ Plan to spend the entire day at the old house. Don’t leave until the movers have gone. Stay with the driver to oversee the inventory.
- ☐ Be around the movers as they may have questions that only you can answer.
- ☐ When loading is complete walk around each room to make sure that nothing has been left behind.
- ☐ Give clear instructions to the removal team. What’s going and what isn’t, and remind them of any fragile items.
- ☐ Have a map handy for the removal team so they know exactly where they’re going.
- ☐ Turn off hot water heater and unplug appliances that are staying.
- ☐ Check gas, electric switches and lights, tighten all taps.
- ☐ Check walls, doors, etc for damage before and after the move.
- ☐ Remove all fixtures and fittings from walls.
- ☐ Liaise with your solicitor as to when the bank has transferred your money.
- ☐ Leave a card with your contact details so the new occupants can forward mail.
- ☐ Do a final tour of the house and garden to pick up and remaining items.
- ☐ Lock all the windows and doors before you leave.
- ☐ Say cheerio to the neighbours!

ONCE YOU’RE IN

- ☐ Turn on power and water, remember to take new meter readings as well.
- ☐ Get the essential box out and get the tea and coffee sorted. If you run out of supplies, know where the nearest supermarket is.
- ☐ Put the kids in charge of their own stuff – keep them busy and out of the way.
- ☐ Supervise unloading and unpacking by the moving company.
- ☐ Instruct your helpers where you want things to go, so you’re not left to shift heavy items later. Appoint someone to direct helpers as they carry things in.
- ☐ Don’t try to unpack everything now – just stick to the essentials.
- ☐ Say hello to your new neighbours.
- ☐ Grab the bubbly that you kept in the chilly bin and toast your new house!



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