

The week before moving

- ☐ Remind and confirm dates/times/locations for furniture removal people
- ☐ Remind and confirm moving in/moving out details and key exchange with purchaser of your old house and the seller of your new home
- ☐ Check with the sales consultant if arrangements have already been made to pick up and deliver keys

Close to moving day ☒

- ☐ Clean the stove and/or oven and hob. Defrost the fridge and freezer
- ☐ Ensure chattels that have been sold with the property aren't accidentally packed
- ☐ Throw out or sell items that you don't intend taking with you
- ☐ Label valuable items for special care when moving
- ☐ Advise removal company of dangerous goods being moved (ammunition, petrol, spirits, chemicals, paint)
- ☐ Pack all jewellery, money, special documents, anything of value or special importance and carry with you to your new address
- ☐ Set aside items you will need on the day of the move e.g. food, drink, medicines, favourite toys and school lunch boxes
- ☐ Pack each room, leaving the boxes stacked and labelled so people unloading at the new house know which rooms to place boxes and what priority they have
- ☐ Set aside pot plants and cuttings you are taking with you
- ☐ Put any spare rolls of relevant wallpaper in a wardrobe
- ☐ Left over house paint can be left and labelled in the garage or shed
- ☐ Pack bed linen and pillows that you want to use at the new house separately. Making beds in your new home is a great job for willing helpers and saves you the bother, especially if tired kids (or you) need an early night after the big shift
- ☐ Put aside for the new owner, all warranties, guarantees and manuals for appliances, alarms etc. that are staying with the house. Leave remotes for air conditioning, heaters etc, with paperwork on the kitchen bench
- ☐ Leave a note on the kitchen bench for the new owner, telling them which day rubbish is collected, where the water toby is situated, and any other information which may be helpful to them
- ☐ Leave your forwarding address in case some mail slips through to your old address

Don't ☒

- ☐ Put breakables or liquid filled bottles/containers in drawers
- ☐ Overload drawers. This makes furniture too heavy to shift
- ☐ Move netting, barbed wire, timber, wood, coal etc, without special arrangements being made with your removal company
- ☐ Store perishable goods where they might be overlooked

One last check ☒

- ☐ Nothing left behind. Look on hooks, behind doors and in high cupboards
- ☐ No clothes at the dry cleaners
- ☐ No gear stored away from home
- ☐ Final reading of electricity and gas. Phone reading in to relevant supplier
- ☐ Light switches off
- ☐ Windows and doors closed and locked
- ☐ Warranties, guarantees, instruction manuals, remotes for alarm and appliances and useful information about the property on the kitchen bench for new owner
- ☐ Hand over the keys to solicitor or sales consultant (whichever has been arranged)
- ☐ Any surplus keys should be labelled and left in the cutlery drawer



A guide to moving house

Checklist ☒



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Getting started

Now that your property is sold, it is time to move. Moving is a lot of work so to assist we have put together some handy hints and lists to help.

Have that big clean out and get rid of anything you no longer need or want. Hold a garage sale, sell online or donate to a charity.

Decide if you want to pack yourself or if you want to use a removal company. If you choose to use a removal company, shop around and get a quote for an hourly rate. Make sure the company you choose are available on the day of your move.

The removal company will have insurance to cover breakages, but of course it is more expensive.

Things to cancel and transfer










- ☐ Newspaper delivery
- ☐ Telephone - landline and internet
- ☐ Electricity & Gas - Don't disconnect, unless otherwise instructed. Take a final reading on settlement day and phone it through to your supplier
- ☐ Paid TV (eg. Sky) - Arrange reconnection or initial set-up at new address if they don't already have it. The satellite dish belongs to your provider so you can't take it with you
- ☐ Wheelie Bin

Remember to check what you need connected at your new home, including water supply.

Change of address

- | | |
|--|---|
| <input type="checkbox"/> Bank | <input type="checkbox"/> Clubs and organisations |
| <input type="checkbox"/> Cell phone and internet provider | <input type="checkbox"/> Police (if you own firearms) |
| <input type="checkbox"/> Post Office for redirection of mail | <input type="checkbox"/> Friends and relatives |
| <input type="checkbox"/> Registrar of Electors (at Post Shop) | <input type="checkbox"/> Publications you subscribe to |
| <input type="checkbox"/> Registrar of Motor Vehicles | <input type="checkbox"/> Library |
| <input type="checkbox"/> I.R.D. | <input type="checkbox"/> Doctor |
| <input type="checkbox"/> Insurance Companies | <input type="checkbox"/> Dentist |
| <input type="checkbox"/> Hire purchase or finance companies | <input type="checkbox"/> Accountant |
| <input type="checkbox"/> Health insurance company | <input type="checkbox"/> Mechanic |
| <input type="checkbox"/> Shops where you have charge accounts or cards | <input type="checkbox"/> Vet |
| | <input type="checkbox"/> Children's activity and/or sports groups |
| | <input type="checkbox"/> Who else sends you mail or you have accounts with? |

Before the move

-  Obtain a supply of boxes from places like the supermarket or dairy
-  Book furniture transport for late morning or early afternoon
-  Arrange transit insurance
-  Arrange for somebody to care for your children on moving day (if appropriate)
-  Make suitable arrangements for pets
-  Arrange contents and fire insurance for your new home in conjunction with your solicitor
-  Make an appointment to see your solicitor to sign transfer documents/mortgage discharge documents
-  Advise your children's school that you are changing your home address (and the name of their new school so that files can be forwarded if appropriate)
-  Enrol children in new school if appropriate

Remember you can't start moving things into your new house until the funds have been paid over. The transfer of funds is the responsibility of your solicitor and bank.

It is illegal for your sales consultant to hand over keys before being advised (by fax or phone) by the solicitor.