



# The Moving Checklist

*moving made simple*

## New Zealand's Number 1 Checklist For Moving House - Bay Of Plenty Edition

### 8 Weeks Before You Move

- To find a reputable furniture mover read our Guide To Hiring Moving Companies.
- Check with the furniture removal company if they provide transit (removal) insurance. If not, we recommend AA Removal Cover.
- Use our moving expenses worksheet to create a moving budget. Remember to keep copies of receipts and quotes.
- If moving to a new city, research your new community.
- Create a list of important incoming mail so you can notify people and organisations of your new address later. You can also use the New Zealand Post Change My Address service to notify organisations of your move.
- Check with the IRD for deductible moving expenses.
- Start compiling medical and dental records and arrange to transfer them to your new care providers.
- Arrange for your children's school records to be transferred to the new school and/or daycare.

### Notes

## 6 Weeks Before You Move

- Prepare an inventory of your belongings. Use our packing checklist. Some furniture removal companies will prepare an inventory for you.
- Draw out a floor plan of your new home. Decide what function each room will serve.
- Transfer your vet records to the new vet clinic.
- If you're planning on obtaining home insurance read our Home Insurance Guide.
- To ensure you're getting the best deal on contents insurance read our Contents Insurance Guide.
- Hire a handyman to take care of any repairs or maintenance around the house.
- Read our Storage Unit Guide if you need to hire one.
- If you have problems with pests and rodents, now would be a good time to hire a pest control professional.
- Clean your blinds. Read our Blind Cleaning Guide if you need help.

## Notes

## 4 Weeks Before You Move

- Take photographs of all your valuable furniture and belongings. This is so you can prove their condition before the move if you need to make an insurance claim.
- Get your carpets cleaned. Read our [Guide To Hiring The Best Carpet Cleaners](#).
- Get your home cleaned. Read our [Guide To Hiring The Best Home Cleaners](#).
- Arrange childcare for your children on moving day.
- If you have a dog, notify your local council of the new address so they can update your address on the National Dog Data Base (NDD) in case your dog is lost and needs to be returned to you.
- Notify friends and family of your new address.
- Organise boxes, bubble wrap and other packing material.
- Start packing. See our [packing guide](#) for advice. Remember to pack what you don't need first, saving your most used items until last. Also remember to label each box clearly.
- Go through your clothes and belongings and decide what to throw away. For items you want to throw out, hold a garage sale, sell some items online or donate them to charity.
- Check out childcare in your new region.

## Notes

## 2 Weeks Before You Move

- Update your enrolment details.
- Research sporting clubs in your new community.
- Notify the Police of your new address if you hold a firearms license.
- Talk to your furniture moving company about moving your plants and animals.
- Back up all computer files and other important electronic documents.
- Collect all dry cleaning and other items out on loan. Find a dry cleaner close to you.
- Confirm a move-in date for your new home and notify the real estate agent/landlord.
- If You're Renting***  
*Give your landlord written notice as required in your tenancy agreement (check how much notice is required first)*

## Notes

## 1 Week Before You Move

- Notify the New Zealand Transport Authority of your new address so they can update your license and car registration details.
- Redirect your mail and change your address with New Zealand Post.
- Update your address with the Inland Revenue Department.
- Notify the phone company of your new address. [Click here for Telecom](#) or [here for Vodafone](#).
- Notify Metrowater of your new address.
- Notify the power company of your new address. [Click here for Empower](#), [here for Mercury Energy](#), [here for Contact Energy](#), [here for Meridian Energy](#), [here for Genesis Energy](#) or [here for Trustpower](#).
- Start using perishable and frozen foods.
- Make a list of essential items you need during your move.
- If you have junk or garden waste that's cluttering up and making your home look untidy, organise to have it removed.
- Arrange transit for your pets or make arrangements to have them sedated for the move.
- Ensure all utilities are connected in your new home.

## Notes

## **The Day Before You Move**

- Drain water from washing machine and waterbeds.
- Drain petrol from lawnmower and any other petrol powered machinery.
- If moving overseas, make sure to thoroughly clean any items/machinery with dirt, soil or grass on them for quarantine purposes.
- Defrost your freezer and clean your fridge out. Use an antimicrobial spray to kill any germs or bacteria that can cause your fridge to smell later on.
- Separate boxes and items you need unloaded first so the furniture movers know.
- Cancel your newspaper subscription.
- Transfer your SKY subscription.
- Dismantle large furniture and items such as tables, desks and trampoline.
- Dispose of inflammable items such as aerosals, petrol, lighters and so fourth.
- If moving into or out of an apartment, obtain the lift key so you can shut off the lift.

## **Notes**

## Moving Day

- Take a meter reading of both your water and power.
- Leave a note for the new owners or tenants with your contact details for stray mail and/or any phone calls.
- Check taps are tight; make sure gas metre, electricity switchboard and water mains are all turned off.
- Make sure the property is secure. Check windows, doors and locks.
- Double check that you haven't left anything behind.
- You should also check for damage caused while your items were removed. It is not uncommon for walls to be scratched and dented by furniture movers. If there is any major damage, make a note and take a photo so you can notify the furniture moving company or your insurance company.
- Remember to take all important documents and valuable items such as jewellery with you in your car.
- Leave keys for new owner where arranged.
- Before the furniture movers leave, make sure they have your mobile number in case they need to get in contact with you.
- If You're Renting***
  - After cleaning the house, arrange an inspection.*
  - Cancel any automatic payments (rent, power etc) after you've vacated the premises.*
  - Once you have the results of your inspection, organise to have your bond returned.*
  - Return keys to landlord or appropriate agency.*

## Notes

## **In Your New Home**

- Check through the house to ensure no damage has occurred from the previous owners/tenants moving out.
- Check carefully through your items to inspect for damage and/or missing items. You need to notify your furniture moving company or insurance company as soon as possible if you need to make an insurance claim.
- Check all appliances to make sure they are working correctly.
- Make sure all utilities and your phone line have been connected.
- It is also advisable to have the locks changed in your new home.
- Join a gym and DVD store local to you or transfer your membership.
- Read our Guide To Hiring A Reliable Home Security Company and arrange security for your home.
- Arrange to have SKY installed or transfer your account.
- Subscribe to your local newspaper.
- If you need a heat pump, read our Heat Pump Guide to ensure you're getting the best deal.
- Visit the useful links section of our website to see if there's anything you've missed.

## **Notes**

## Organisations To Notify Of Your New Address

- Bank
- Accountant
- Lawyer
- Credit Card Companies
- Hire Purchase Company
- Insurance Company
- Council
- Magazines and other subscriptions

## Important Documents You'll Need

Before you start packing, make sure to compile your most important documents and keep these in a safe place separate from everything else. It would be a good idea to take these in the car with you.

- Passports, drivers license and birth certificates
- All documents related to your furniture removal company
- Airline tickets and itinerary if moving overseas
- Credit cards and cheque books.
- Bank statements
- Financial records
- Transit (Removal) insurance documents
- Vet records
- School records

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