



## The Moving House Checklist

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Moving house is never easy. And if you've never done it before, then you must be prepared for a few curve balls. There is a long list of things that need doing and when it comes to moving day, not enough time or hands to get them all done! If you have read our article on moving house tips you will notice that one of the first things we recommend you do is to make a list. With that in mind, here is a moving house checklist to help you get everything done for your next move.

### 3-4 Weeks before you move

There's no reason you can't start preparing early, the more you get done earlier on means the less stressful moving day needs to be.

- Get quotes from various moving companies. Smart move offers a great service to obtain various quotes at once.
- Discard, sell, or give away any unwanted items (try to be hard on yourself!)
- Notify your utility providers of your change of address, i.e. power, gas, telephone and internet. The early you arrange this the better! If you are ready to move, you can call Fast Connect who provide a free nationwide utility connection service.
- Notify the post office for redirection of mail and send out change of address notices; you can use their change of address service to notify various companies simultaneously.
- Others to notify for change of address include;
  - Banks and credit companies
  - Insurance Companies
  - Inland Revenue Department
  - Land Transport
  - Schools and University
  - Doctors, dentist and vets
  - Finance Companies
  - Registrar of electorates
  - Clubs and Organisations you belong to
  - Newspaper Subscriptions
  - Friends and Family
  - Your security company if your house is monitored
- If moving overseas, ensure passports, visas, travel bookings and temporary accommodation are finalised.
- Begin packing up less used items, these can be first onto the moving truck and last to come off, as their space requirements will come second to things you use on a daily basis.
- Carefully pack or remove any valuables, including those which you might have hidden or put in a safe place!
- Also pack up or discard any paints, thinners and flammable chemicals. Even if you go through a moving company they will not move these items.
- If you are renting and have a periodic lease, make sure you have given your landlord or property manager at least 21 days' notice.
- Confirm with your new property manager or landlord (or real estate agent) when you will have to sign any documentation for your new property.



## Just before you move, 1-2 weeks from moving day

- If you have a PO Box and/or safety deposit box, you may want to transfer these to your new location.
- Start cleaning your house, especially the areas which are not regularly attended to i.e. window sills, and other places where dust can gather, marks or stains on the walls, ceiling and floor.
- Make sure the house is in a good state of repair, i.e. no dents or holes in the walls, no broken windows.
- If you are moving out of a rental property, ensure you put aside a time for a final inspection to take place so you can be refunded your bond.
- Plan to use any remaining food in the fridge or freezer. Check expiry dates and discard everything that isn't good to eat or fresh.
- Clean out the medicine cabinets and dispose of any old or unwanted medicines.
- Empty fuel from mowers, boats etc.
- Ensure you have supplies organised, i.e. boxes, markers, coloured stickers (for identifying which cartons go where).
- Make sure you have all other essentials for moving day, cleaning supplies, food, documents and some spare cash for random expenses.
- Make sure your moving company (or friends and family) is organised for moving day, have the correct persons contact number on hand in case there are any issues.
- If moving with children, have sitters organised for moving day so you can focus on the task at hand.
- Contact the current owners or occupants of your new home and tell them to leave a note with any special instructions about the house, i.e. heating, alarm details etc.
- Pack all other items, all spare linen (including on beds), toiletries in cupboards, paintings, books, stationary etc.

## Moving Day

- Start as early as possible!
- Clearly label all boxes and cartons so they can be easily identified in the unpacking stage.
- Make sure everyone knows what they are doing so no time is wasted; keep a moving day checklist of the order of rooms to be packed, what needs to be cleaned etc.
- Finish cleaning and remove all rubbish.
- Remember to call your utility providers (or Fast Connect) with final readings on electricity and gas meters. This will save you being charged if the new occupant doesn't switch their accounts.
- Confirm that these essential services are connected at your new address and take opening electricity and gas readings.
- Take a final tour of your home, double check cupboards, drawers and behind doors for anything you might have left behind.
- Ensure you have removed spare keys from hidden areas outside, leave with the property manager or real estate agent along with garage door and/or gate openers.
- Don't forget about items that are being repaired or cleaned, i.e. at dry cleaners or cobblers.
- Make sure you leave your contact number and a note in case the new occupants come across any forgotten items.

## After you move

- Take an opening reading of your electricity and gas meter and ring these through to your utility providers.
- If you are renting a property, take note of all stains, damages and defects in the house to protect yourself and ensure your bond isn't affected at the end of your tenancy.
- Call or visit your old property to make sure nothing has been left behind.

Moving House wasn't supposed to be easy, but with this comprehensive checklist you might make things a little easier on yourself by battling one thing at a time. Feel free to download a checklist from [www.movinghousetips.co.nz](http://www.movinghousetips.co.nz).

