

# MOVE PLANNER CHECKLIST

The process of moving is often underestimated. As a result of our experience and customer feedback, we have created this pre-move checklist to assist you in planning the perfect move.

## Have You Discontinued or Redirected These Services?

- Newspaper delivery
- Telephone/Internet lines
- Sky/Pay TV
- Gas and electricity
- Water delivery

## Notify Your Change of Address

- The post office for redirection of mail
- Your bank
- The electoral registrar
- Hire purchase company
- Your insurance company to transfer your cover on house, contents and motor vehicles
- Your life insurance company
- Your health insurance company
- Obtain your children's school records
- Stores - where you have charge accounts
- Relatives, friends and regular correspondents
- Club memberships
- Publications to which you subscribe
- Has your doctor or dentist recommended someone in the location to which you are moving
- Your solicitors and accountants
- Your church
- Credit card companies
- Airline frequent flyer programmes
- Cleaners and gardeners

## In Preparation for Move Day

- Ensure your move is confirmed with The Moving Company as soon as moving dates are known
- Complete your transit insurance proposal and return to The Moving Company
- Spring clean - discard the things you no longer want, clean out expired medicines
- Dispose of inflammables or leave for new occupants (i.e. paints, turps, kerosene, petrol etc.)
- Dismantle kit set furniture
- Have BBQ/heater gas bottles professionally purged
- Arrange for a specialist to disconnect flat screen TVs
- Plan to be available on move day or have an authorised person available

## Keep Important Documents Together and With You

- Cash
- Arrange International Money Transfer with XE
- Passport, travel visas and frequent flyer cards
- Pet vaccination records
- Medical and travel insurance
- Driver's licence
- Paperwork relating to your removal
- Extra set of keys for car, luggage and house
- Laptops and tablets
- Jewellery
- Sunglasses

## Do You Need To

- Have your car serviced?
- Book pet transport/boarding through The Moving Company?
- Arrange childcare for day(s) of moving?
- Collect any dry cleaning?
- Return school or library books?
- Empty golf club lockers?
- Book your flights with airlines?

## The Day Before Your Move

- Defrost freezers
- Empty rubbish bins
- Drain fuel from mowers and petrol weed eaters
- Thoroughly clean garden tools, mowers, golf clubs, outdoor furniture and bikes for quarantine inspection (for international moves)
- Empty vacuum cleaners
- Identify items not to be packed and place in one area
- Ensure washing machine taps are turned off
- Identify the items for your "Priority Cartons" - those items you want first on delivery or the items for temporary use if going via storage
- Arrange a simple breakfast for move day and empty the dishwasher!
- Water plants being moved (for nationwide moves only)
- Disconnect your computer and monitor, server and printer

## Important Points to Know

- If we are storing your household goods, the following articles are classified as DANGEROUS GOODS and cannot be stored: ammunition, paint, linseed oil, turpentine, kerosene, petrol, cleaning fluids and aerosols of any kind
- Don't store perishable foods such as cereals, flour, vegetables, meat and fish
- Don't have your furniture French polished just before moving and if you are packing, don't put breakable items or liquids in drawers (i.e. perfume)
- Remember to identify any special or antique items of value over NZ\$5,000.00 on our insurance proposal

## On Move Day...

- Ensure your fridge is empty and clean
- Check everything to be packed and moved has been loaded, sign and retain a copy of our inventory list for your records.



WORLDWIDE MOVING  
+ STORAGE

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## EMAIL

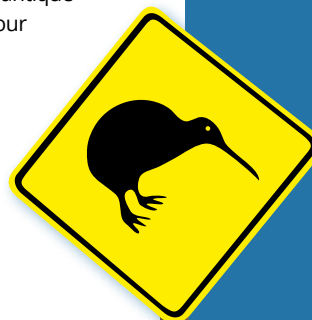
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## WEBSITE

🌐 [themovingcompany.co.nz](http://themovingcompany.co.nz)

## NZ FREE PHONE

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