

MOVE PLANNER CHECKLIST

The process of moving is often underestimated. As a result of our experience and customer feedback, we have created this Move Planner Checklist to assist you in preparing for the perfect move.

Have You Discontinued Or Redirected These Services?

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

Do You Need To

- ☐ Have your car serviced?
- ☐ Book pet transport/boarding through The Moving Company?
- ☐ Arrange childcare for day(s) moving?
- ☐ Collect any dry cleaning?
- ☐ Return school or library books?
- ☐ Empty sports locker?
- ☐ Book any travel; flights or accommodation?

Notify Your Change Of Address

- ☐ For redirection of mail
- ☐ Your bank/credit card/finance companies
- ☐ The electoral registrar
- ☐ Your insurance company to transfer your cover on house, contents and motor vehicles
- ☐ Your life or health insurance company
- ☐ Obtain your children's pre-school/school records
- ☐ Stores - where you have charge accounts
- ☐ Relatives, friends, and regular correspondents
- ☐ Club memberships
- ☐ Publications to which you subscribe
- ☐ Your doctor and dentist
- ☐ Your solicitors and accountants
- ☐ Your place of worship
- ☐ Airline Frequent Flyer programmes
- ☐ Cleaners and gardeners

Please continue overleaf



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Moving Kiwis Everywhere!
themovingcompany.co.nz

In Preparation for Move Day

- ☐ Ensure your move date is confirmed with The Moving Company as soon as they are known
- ☐ Select transit insurance and return completed proposal to The Moving Company
- ☐ If you are moving overseas arrange International Money Transfer with XE
- ☐ Spring clean - discard items you no longer want, clean out expired medicines
- ☐ Dispose of flammables or leave for new occupants (i.e. paints, turps, kerosene, petrol cans etc)
- ☐ Dismantle kitset furniture
- ☐ Have BBQ/heater gas bottles professionally purged for transport
- ☐ Arrange for a specialist to disconnect flat screen TV's and remove from the wall
- ☐ Plan to be available on move day or have an authorised person available
- ☐ Water plants being moved one week prior to your move (for nationwide moves only)

The Day Before Your Move

- ☐ Defrost and dry 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 (for international moves)
- ☐ Identify items not to be packed and place in one area
- ☐ Ensure washing machine taps are turned off and pipes are disconnected
- ☐ 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!
- ☐ Disconnect your computer or gaming equipment

On Move Day...

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

Important Points to Know

- ☐ If we are transporting and storing your household goods, the following articles are classified as DANGEROUS GOODS and cannot be stored; ammunition, paint, linseed oil, turpentine, kerosene, petrol, gas bottles, cleaning fluids and aerosols of any kind
- ☐ Don't store perishable foods such as cereals, flours, vegetables, meat and fish
- ☐ Don't have your furniture French polished just before moving and if you're 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 the insurance proposal

Keep Important Documents & Items With You

- ☐ Cash
- ☐ Passport, personal travel documents and frequent flyer cards
- ☐ Medical and travel insurance
- ☐ Drivers licence
- ☐ Pet records
- ☐ Paperwork relating to your removal
- ☐ Extra set of keys for car, luggage and house
- ☐ Laptops and tablets
- ☐ Jewellery
- ☐ Sunglasses