

Pre-Move Planner Checklist

New Zealand Movers check

- ☐ Confirm your removal date with New Zealand Movers
- ☐ Return completed forms to New Zealand Movers

Do you require New Zealand Movers to arrange house cleaning – do you have time to do this?

Ensure to discontinue the following

- ☐ Newspaper delivery
- ☐ Telephone
- ☐ Gas and electricity with your final readings
- ☐ Water and council services

Advise change of address to

- ☐ NZ Post – redirection of mail/transfer motor vehicle registration
- ☐ Bank/building societies – to transfer accounts
- ☐ The Electoral Registrar
- ☐ The Inland Revenue Department
- ☐ Insurance company - household, vehicles, health and life policies
- ☐ Hire purchase suppliers
- ☐ Credit card companies
- ☐ Publications to which you subscribe
- ☐ Stores where you charge accounts
- ☐ Your solicitors
- ☐ Your church
- ☐ Clubs to which you belong
- ☐ Police Department if you hold a firearms licence
- ☐ Doctor for a copy of your records/files
- ☐ Dentist for a copy of your records/files
- ☐ Schools – arrange for copies of the children's records/status
- ☐ Relatives, friends and persons on Christmas card lists
- ☐ Place ad for garage sale
- ☐ Advise your friends of your new address
- ☐ Arrange for New Zealand Movers to move your pets
- ☐ Contact your local council for an animal licence/Hydatid control

Just prior to the move

- ☐ Remove all food from the refrigerator
- ☐ Defrost the freezer
- ☐ Empty fuel and oil from mowers
- ☐ Purge gas bottles
- ☐ Clean out medicine cabinet and dispose unwanted medicines in a safe way via the chemist
- ☐ Have your T.V. aerial taken down and dismantled
- ☐ Anchor the drum of the automatic washing machine – please consult your local appliance dealer if you require assistance
- ☐ Disposal of furniture that is no longer required, or arrange New Zealand Movers to store excess furniture
- ☐ Sort out the garage
- ☐ Return any borrowed items and garden tools
- ☐ Keep aside jewellery, money, valuable documents, travel documents, stamp collections, to take in your possession
- ☐ Lock up the pets if required
- ☐ Arrange for someone to mind the children on move day

Notes

Additional checklist for International moves

- ☐ International drivers licence
- ☐ Current passports and visas
- ☐ Travellers cheques arranged
- ☐ Overseas banking arrangements in place and funds transferred
- ☐ Power of Attorney arranged
- ☐ Inland Revenue cleared
- ☐ Personal accident and medical insurance arranged
- ☐ Inoculations for yourself and family
- ☐ Travel arrangements finalised

International – last check

- ☐ Prior to New Zealand Movers leaving, check the garage, under the house, and in unused cupboards for anything left behind
 - ☐ Check that no clothes are at dry cleaners or goods at repairers
 - ☐ Are the hot water cylinders turned off?
 - ☐ Is the gas and power turned off?
 - ☐ Have the keys been surrendered?
- Make time for a farewell drink with the neighbours.

Handy Hints

- Ensure your fridge/freezer is clean – wipe using a damp cloth with vanilla essence, blow dry, especially in corners, put silica gel in the fresh compartments or fine blend coffee in a piece of muslin will soak up moisture and prevent mould
- Don't place breakables, liquids or heavy items in drawers
- Don't overload drawers with linen etc.
- Don't forget to check that all items have been moved
- Don't water your pot plants on the day of the move
- Has your new house been cleaned prior to moving in – its easier to do when it's empty. New Zealand Movers can arrange this if required.