



## Moving Checklist

We have provided this list so that your move can go quickly, and without a hitch. Everyone's needs are different, so the timelines given are guide only and will change with your given circumstances.

We recommend that you use boxes and containers for all of your property. Plastic bags, sports bags and rubbish bags are not suitable and may cause damage to your property. Please ensure that any property going to storage is not plastic wrapped, as this can cause mold and mildew damage over periods of time.

Please ensure that if there are any changes that you notify us as soon as possible.

If you have any further questions regarding your move, do not hesitate to contact us.

Thank you for contacting Auckland Metro Freight regarding your move. We appreciate your interest.

### Four Weeks Prior to Moving

Book your removal with Auckland Metro Freight. Make sure that you have a detailed list of all your items to be moved, stored and disposed of. Please let us know if we can provide any assistance with locating storage for you or provide any packaging materials.	
Organise transit insurance with your home and contents insurance provider as this is the most cost effective method of obtaining insurance. We are unable to do this for you.	
Notify your children's school of your move, and select the new school in the area of your new home. If necessary, arrange any transfer of documents.	
If you are packing your home yourself, start packing your least used items to ensure all items are packed prior to moving day. Start a pile of items to be sold or disposed of.	
Contact the City Council to find out if there is a hazardous waste collection site if needed to dispose of excess paint, chemicals, batteries prior to move.	
Start to sell unwanted or excess items.	



## Two weeks prior to Moving

Complete a redirection notice at the post office and also collect free change of address cards from them. Send these to friends, family, clubs, magazine subscriptions or any mailing lists that you wish to continue, stating your old address, new address and moving date. You can also use this time to remove yourself from lists you no longer wish to continue.	
If your alarm is monitored, call the company and advise of the moving date, if you wish to continue the service in the new home, arrange with them for installation/connection of services.	
Advise the following of your move:	
○ Your bank	
○ The Inland Revenue Department	
○ All insurance companies – house, contents, car, life, income protection	
○ Credit or HP companies	
○ Investment companies (share registers)	
○ Government Departments (for benefits or subsidies)	
○ Doctor	
○ Dentist	
○ Vet	
○ Specialists	
○ Solicitor	
○ Accountant	
○ Kiwi Bonus Bonds (through ANZ Bank)	
○ Gardening or Bin Service	
○ Drivers License	
○ Warrant of Fitness for vehicles	
Clean out your medicine cabinet and dispose of any old medication at your chemist.	
Return all items borrowed from friends and family	
Return all books/toys to libraries	
Organise pet transport or boarding.	
Start to use up all frozen and perishables supplies of food in pantry and freezer.	
Arrange childcare for moving day if necessary.	



## 1 week to Moving

Contact the following to advise of move day:	
○ Electricity Company	
○ Gas Company	
○ Water Company	
○ Sky Television	
○ Internet Provider	
○ Telephone Company	
Clean the home you are moving from as well as you can. This will save time on moving day.	
Mow Lawns and take any garden waste to the tip.	
Place all important documents and items in one place – passports, birth certificates, medication, tickets, jewellery, money, bank books, special clothing and toys for you to take with you on moving day.	
Collect any items in for repair or cleaning	
Pay all your bills and have them up to date to avoid stress during moving day.	
Make sure any personal items under beds or in cubby holes are packed.	
Collect any spare keys from friends and family.	
Collect instruction books, dishwasher, oven, security system etc and leave for new owner.	
Clean oven	
Get together a list of all phone number that will be required on moving day – estate agent, solicitor, landlord, power, phone and gas companies.	

## The day before Moving

Defrost the fridge and freezer and clean out.	
Disconnect all appliances, including washing machine, where possible and untangle and tie up any cords. Put appliances in original boxes if available and bag up any remotes.	
Empty all fuel from motor mowers, chainsaws, heaters or portable devices.	
Any in-expensive or self-assembled furniture made of particle or chip board are to be disassembled by the owner prior to transport.	
Meet with landlord/agent to obtain keys to new property.	
Leave telephone books on bench with a list of location of water stopcock, gas stopcock and electrical fusebox for new occupier, with rubbish collection and recycling details	



## Moving day

Strip beds and leave bedding folded on each mattress.	
Call the power, water and gas companies with the final readings.	
Do any final cleaning that is required.	
Check your home thoroughly to make sure that no items are left behind. Make sure dishwasher is empty.	
Check water, electricity and gas are turned off at the mains.	
Make sure all doors and windows are locked.	
Leave your forwarding address on the kitchen bench for the new occupiers.	
Hand over all keys to estate agent, or have final inspection with landlord.	

We thank you for your custom. If you were satisfied with our performance, we would appreciate your recommendation to others.

Enjoy your new home.