

# Moving House Checklist

## People to notify about change of address

- Friends & Relatives
- Banks
- Credit Cards (Give reference numbers)
- Accountant
- Sharebrokers
- Shareholdings
- Finance Companies
- Motor Vehicle Registration (Local Post Shop)
- Drivers Licence
- Service Station Account
- AA Membership
- Electoral Office
- Inland Revenue Department
- Schools
- Optician
- Doctor / Dentist
- Vet
- Gas Company
- Electricity
- Phone Companies
- Newspaper
- Sky TV / Other
- Insurance Companies
- Subscriptions
- Clubs & Associates

## FOUR WEEKS TO GO

- Book moving company
- Contact gas, electric, phone, Sky TV & Internet to discontinue service or transfer / ask for final readings
- Start running down freezer contents
- Organise shifting of pets/stock
- Have a clearout by holding a garage sale or selling unwanted items on trademe
- Collect cardboard boxes, newspapers for the move
- If appropriate start packing books and china mark each box with contents
- If sending to storage mark surname and new address on boxes

- Arrange to transfer funds, open & close bank accounts if necessary
- Arrange to transfer your children's school records
- Locate new health professionals & arrange transfer of records

## TWO WEEKS TO GO

- Send out free postage paid "We are moving" cards
- Make plan of new home showing position of heavy furniture in each room for movers
- Arrange carpet & window cleaner if necessary
- Arrange child care on moving day if applicable

## ONE WEEK TO GO

- Ring your solicitor to arrange an appointment to ensure documentation is in order to hand over spare set of keys and to discuss insurance renewal and cancellation where appropriate.
- Remember to keep aside a box for the basic essentials that you will need immediately at the new home. ie: first aid, cups, torch, dishcloth, cleaning equipment, toiletries.
- Ring and double check movers have you booked in and what time they will turn up.
- Talk to your sales agent as what time you will be available for them and set up final viewing at new property for day before settlement.
- Clean oven if you don't think you will use it over the following week.

## ON THE DAY OF SETTLEMENT

- Give removers a layout of your new home
- Pack remaining items
- Final clean
- Turn off electricity if property won't be occupied immediately
- Leave information sheet for new owners including your forwarding address, location of water mains, rubbish collection days and remaining keys to the house.