

Moving Checklist

There are many tasks to complete before you move into your new home. Here we have a list of jobs to be done in the coming weeks. Tick these off as you go!

When the Agreement has been confirmed, you can begin to let people know of your new address and the date on which you are moving. NZ Post provides some useful cards for this or use NZ Post's website www.changemyaddress.co.nz Some real estate companies also offer a similar service.

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|--|---|
| <input type="radio"/> Family and friends (remember your Christmas card list) | <input type="radio"/> Electoral Commission for the electoral roll |
| <input type="radio"/> Lender | <input type="radio"/> Insurance companies |
| <input type="radio"/> Bank, if different from your lender | <input type="radio"/> Inland Revenue |
| <input type="radio"/> AA membership | <input type="radio"/> Local business accounts |
| <input type="radio"/> Accountant | <input type="radio"/> Magazine subscriptions |
| <input type="radio"/> Babysitters | <input type="radio"/> Motor vehicle registration |
| <input type="radio"/> Catalogue companies | <input type="radio"/> Newspaper deliveries |
| <input type="radio"/> Charities you support | <input type="radio"/> NZ Blood if you're a donor |
| <input type="radio"/> Clubs | <input type="radio"/> Public library |
| <input type="radio"/> Credit card companies | <input type="radio"/> School/kindergarten/child care |
| <input type="radio"/> Dentist | <input type="radio"/> Share Registers |
| <input type="radio"/> Doctors and medical specialists | <input type="radio"/> Vet |

You may also want to ask NZ Post to redirect all your mail to your new address. There is a small charge for this, unless you are over 65 when it is free. You can choose the duration of the redirection.

- Arrange with the alarm monitoring company to terminate monitoring in your old house, and install it in your new property on moving day. Remember to get the current codes from the seller, and then register your new alarm codes.
- Organise a packing and removal company. This needs to be done well in advance. Get estimates from a couple of companies at least, together with copies of references and copies of their contracts. Make sure you organise insurance for your goods in transit. Do check your existing contents policy as sometimes moving contents is included – you don't want to pay twice over.
- If you are organising the move yourself, start to collect boxes and packing materials. Make sure your furniture is insured in transit, telling the insurance company you are packing yourself.
- Start organising what you will take with you in the move and what should be disposed of. You may have things that are still in good order but you don't want to take with you. These things could be given to a local charity, you could have a garage sale, sell them on Trade Me or through Neighbourly.

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- Company directors must notify the Companies Office of a change of address. If your home is the registered office of your company (or any other) you will also need to notify the Registrar of Companies. Time limits apply and special forms are needed. This can be done through www.companies.govt.nz or we can help arrange notification.
- Ensure home and contents insurance is arranged for your new property.
- Ensure the utility companies have connected their services to your new house. (Not all companies operate in every area.)
 - Telecommunications
 - Electricity
 - Gas
- Change any direct debits for rates, electricity, gas, etc over to your new property.
- Carry out a pre-settlement inspection of your new property, making sure that you arrange this with the seller's permission. This means you can check to ensure any promised work has been completed. This also allows you to check that all the chattels you are buying with the house are operational and are left in the house on settlement day. It is very worthwhile testing every appliance, trying the garage door, ensuring the television works so you know the aerial is operating, etc.
- Read the meter/s on moving day and notify the readings to your gas/electricity suppliers.
- Organise the actual move into your new home. Check with the sellers when they are moving out as they may leave before settlement day or on the day itself. You don't want a clash of moving men!
- You cannot move into the property until settlement has been finalised. Unless you have made prior arrangements for access, the moving company must wait until settlement has actually taken place and you have keys before they begin to unload your furniture.

Add in more here if you need to:

- _____
- _____
- _____

Before moving into your new home, ask the seller to list the following:

- Their forwarding address, email and telephone number
- Bus routes
- Neighbours' names and contact details
- Names of tradespeople who normally service the house, such as plumbers and electricians
- Location of the mains and meters for water, gas and electricity
- Spare parts of any appliances, the guarantee cards and operating manuals, and
- Burglar alarm instructions and operating manual. Check any alarm monitoring arrangements that may be in place
- House plans, any wallpaper and paint samples.
- Rubbish and recycling collection details

Finally, make sure that you keep out your kettle, coffee and mugs or perhaps some cold drinks.

There is nothing better than a hot cup of coffee or a glass of wine to enjoy when you have completed your move.

Happy moving!