

Moving Checklist

The following guidelines are intended to provide you with a “Checklist” of areas to consider and/or follow through on to assist you in addressing some of the many areas you will have to consider in getting your family prepared for their departure, and in getting ready to re-settle in your new home.

ONE MONTH BEFORE YOU MOVE	CHECK
Review your relocation package, and determine what expenses will be paid by your company	
Start a log of moving expense receipts (some may be tax deductible).	
Get written estimates from at least 2 moving companies, including their written commitment of pickup and delivery dates. <ul style="list-style-type: none"> • Get references. • Check the limits of insurance they offer, and if it covers replacement cost. • Purchase additional insurance if necessary. 	
Arrange for storage facility, if you plan to store any contents. <ul style="list-style-type: none"> • Again, check insurance. 	
Arrange transport service for pets or automobiles if needed.	
Contact your bank:- <ul style="list-style-type: none"> • Arrange transfer of your accounts; • Order cheques with new address; • Clean out your safety deposit box. 	
Submit change-of-address forms to the post office; mail postcards to friends & creditors.	
Give day care centre proper notice of withdrawal.	
Contact schools and arrange for transfer of student records.	
Contact your doctors for medical records and possible referrals to new physicians.	
Change your insurance policies on property, auto and medical. <ul style="list-style-type: none"> • Obtain letters from your insurance companies on your “Claims History” 	
Organize all important documents in a fire-safe box. Some things you want to include are: <ul style="list-style-type: none"> • school records, • home purchase/sale papers, • will, • marriage/divorce papers, • pet documents, • financial records, and stock certificates, • social security cards, • birth certificates, and • passports. 	

Give notice of resignation to any clubs, organizations or volunteer activities you belong to.	
Cancel newspaper subscriptions.	
Arrange for hotels, rental cars or temporary housing as needed.	
TWO WEEKS BEFORE YOU MOVE	CHECK
Take a ruthless walk-through to determine what you really want to take.	
Tag the rest of it and hold a garage sale; or call a charity for pick-up.	
Clean out club, gym and school lockers; pick up all dry cleaning.	
Arrange for the disconnection or changeover of utilities.	
Begin packing less-used items. Number and label each box, and keep an inventory.	
Retrieve and return all borrowed items from neighbours & friends; return library books.	
Clean out the cupboards & plan remaining meals so you can pack what you don't need, and don't buy any more perishables than you have to.	
ONE WEEK BEFORE YOU MOVE	CHECK
Make an inventory list of all items going with you personally. Keep valuable and irreplaceable items such as jewellery and heirlooms with you, not movers.	
Confirm arrangements and dates with moving & storage companies.	
Confirm arrangements with auto & pet transportation companies.	
Confirm hotel, rental car or temporary housing accommodations.	
Clean out and defrost the deep freezer.	
Disassemble furniture or others items.	
Be sure to check yard and sheds for all items to pack.	
Inform all friends & relatives of your forwarding address.	
Take pictures of furniture or get fabric samples for anything you will want to reference for colour or decorating before your goods are delivered to your new home.	
Begin making a "Survival Box" for the move. <ul style="list-style-type: none"> This should include paper, pens, stamps, envelopes, cellophane & heavy duty tape, scissors, tape measure, paper cups, ziplock bags, paper plates & towels, plastic utensils, facial & toilet tissue, instant coffee or tea, cream/sugar, soap, moist towelettes, aspirin, bandaids, can opener, bottled water, travel alarm, flashlight, small tools kit, trash bags, snacks or drinks, children's games, address book, spare car keys. 	
1-2 DAYS BEFORE YOU LEAVE	CHECK
Clean and defrost refrigerator and freezer.	
Purchase traveller's checks for trip expenses.	
Reconcile and close bank accounts, unless you will be using another branch of the same bank.	

Conclude financial matters relating to the sale or lease of your home.	
Movers or your family should complete packing of all household goods for the move. <ul style="list-style-type: none"> • Make sure are boxes are clearly marked. 	
MOVING DAY	CHECK
Confirm delivery address, directions and delivery date with the movers.	
Carefully supervise the move. Make sure boxes are clearly marked and your instructions are understood.	
Clean the home and check entire grounds before leaving.	
Check thermostat and make sure temperature is set appropriately. <ul style="list-style-type: none"> • Make sure all windows and doors are closed and locked, and all appliances are turned off. • Leave forwarding address, garage door openers and any keys, if agreed to, for the new owners or renters. 	
If your home is going to be vacant when you leave, make sure a relative, neighbour or real estate agent has the keys and how to contact you. <ul style="list-style-type: none"> • Also, notify your insurance agent and police department that the home will be empty. 	
IN TRANSIT AND ON ARRIVAL INSURANCE COVER	CHECK
You need to ensure that: <ul style="list-style-type: none"> • You have taken out health insurance for your family until such time as your NZ coverage takes effect. • You have insurance on your suitcases and other belongings to cover you during your stay in your temporary accommodation, and until such time as you have a permanent address. • You have a letter from you car insurance company stating your claims history, as if you have been accident free this will give you a considerable deduction on your NZ car insurance rates. 	