

Moving Home Checklist

Tauranga Relocations offers a Moving Checklist to simplify your move to a new house. Moving can be a stressful experience, but our step-by-step guide can help you prepare for your big move. Our checklist covers everything from organizing your utilities and changing your address to decluttering and packing, ensuring that all necessary tasks are taken care of before moving day. By following our Moving Checklist, you can have peace of mind knowing that you haven't overlooked anything important. At Tauranga Relocations, we believe that preparation is key to a successful move, and our Moving Checklist is just one of the ways we can help make the process easier for you and your family.

4+ Weeks before your Move

- Provide notice to your landlord or real estate agent and consider giving written notice if it's part of your agreement.
- Research childcare and school options in your new location and make enrolments.
- If you have pets that need relocating, research boarding and travel costs.
- Take advantage of the move to declutter and donate unwanted items to local community organisations such as The Salvation Army.
- Finally, make sure to finalise any legal matters.



3 Weeks before your Move

- Arrange any necessary maintenance for the property you're leaving.
- Use up the food you have on hand to minimise waste; avoid large grocery shops, use up items in your freezer.
- Make transit insurance arrangements for your belongings.
- Take backup copies of any electronic files or documents for devices that will be relocated.
- Make arrangements for any vehicles that need to be relocated.
- If you're packing your own belongings, start collecting boxes, bubble wrap, packing paper, tape. You can buy packing materials from Home DIY stores, such as Bunnings or Mitre10 Mega.
- Book any required travel and accommodation.
- Advise your service providers of your move.

Who needs to know I'm moving?

Phone Company, Schools/Daycare, Internet Provider, Bank, Lawyer, Doctor, Dentist, Electoral Register, Council (for Pets etc), Inland Revenue, Insurance Companies, Leasing Companies, Club Memberships, Post shop for mail redirections, Police (if you hold a firearms licence)

2 Weeks before your Move

- Communicate any changes to your moving provider, such as storage requirements or heavy items you now wish to bring.
- Transfer records to service providers in your new city, such as schools, doctors, and vets.
- Arrange for childcare or pet care on Moving Day, if needed.
- Begin packing items not required prior to the move if you are packing yourself.
- Ensure you are available on the day of your move to let the Removalists onto the property and provide any necessary instructions.
- Confirm your transit insurance details with your provider.
- Review your belongings again and donate or dispose of anything you no longer need.

1 Week before your Move

- Label and separate any items that the removalists will not be taking.
- Pack a bag with essential items you'll need while separated from your belongings during transit. (e.g., documents, tools of trade / uniform, medicines, passport, notebooks etc.)
- Drain liquids from machinery and tools to prevent leaks and potential hazards.
- Clean and wipe down tools to remove dirt and debris.
- Purge gas bottles at a service station or take them to a recycling centre.
- Disassemble prefabricated furniture, outdoor play equipment, and clean outdoor furniture.
- Disable and disarm firearms, with ammunition to be transported separately by you.
- Pack and wrap fragile and high-value items with bubble wrap and corrugated board.
- Defrost freezers and wipe them dry.
- Make payment to the removal company.
- Arrange disconnection from essential services before the move ...

Remember to disconnect:

Water, Gas, Subscriptions, Internet Electricity, Landline, Newspapers

1 Day before Moving Day

- Keep your bags and suitcases in a separate area (eg. your car) along with important documents, medicines, and valuables to avoid them being accidentally packed by the removalists.
- Disconnect washing machine hoses to allow water to drain and secure the machine drum with transit bolts.
- Disconnect any electrical devices such as TVs, computers and appliances.
- If you've paid for a packing service, take down all artwork, mirrors, and TVs from walls so they can be wrapped.
- Ensure you get a good night's sleep to be ready for moving day.

Moving Day

- Before the team arrives, remove all linen from beds and disassemble bed frames.
- Upon the team's arrival, welcome them and guide them through your home, providing any necessary instructions.
- Once the home is empty, complete your home's 'exit clean.'
- Turn off all electrical switches, taps, and lights, and lock all windows and doors. Have the keys ready for handover, if applicable.
- Double-check that nothing has been left behind.

Great job with the preparation leading up to Moving Day! Let Tauranga Relocations handle the rest.