

House Move Planning Checklist

Please use this checklist to prepare for your upcoming move. Whether you are moving house or office premises, you may use this checklist as a convenient guide to assist with a hassle free move.

Have you Discontinued or Redirected these Services?

- Newspaper/Magazine Subscription Delivery
- Telephone/Internet providers
- TV providers
- Gas and Electricity

Notify your change of Address

- | | |
|--|---|
| • Post Office or redirection of Mail <input type="radio"/> | • Local Council for Rates <input type="radio"/> |
| • Bank (to transfer your account) <input type="radio"/> | • Relatives, Friends/Correspondents <input type="radio"/> |
| • Electoral Register <input type="radio"/> | • Club Memberships <input type="radio"/> |
| • Hire Purchase Company <input type="radio"/> | • Change of Doctor/Dentist <input type="radio"/> |
| • Insurance - Household/Motor <input type="radio"/> | • Solicitors/Accountants <input type="radio"/> |
| • Life Insurance Company <input type="radio"/> | • Credit Card Companies <input type="radio"/> |
| • Health Insurance <input type="radio"/> | • Cleaners and Garndeners <input type="radio"/> |
| • Childrens School Records <input type="radio"/> | • Stores - where you have charge accounts <input type="radio"/> |

Preparation for Moving Day

- Ensure your move is confirmed with Aaltonen International Removals & Storage as soon as moving dates are known.
- Complete your transit insurance proposal and return to Aaltonen.
- Spring clean - discard the things you no longer want you no longer want, dispose of expired medicines.
- Dispose or leave for new owners inflammables, (i.e paints, turps, kerosene, petrol which are items we cannot carry).
- Arrange childcare for day(s) of moving (only if possible).
- Have professionally purged BBQ/heater gas bottles.

Keep Important Documents and Items Together with you

- Travel Documents i.e, Airline Tickets, Ferry etc.
- Passport and Visa's / Frequent Flyer Cards.
- Vaccination Records for Pets.
- Medical and Travel Insurance.
- Drivers Licence(s).
- Paperwork relating to your household goods.
- Extra set of Keys for the car.
- Jewellery.

Do You Need To...

- Have your car serviced?
- Book pet transport / boarding?
- Collect any dry cleaning?
- Return any school or library book's?
- Empty any club membership lockers?
- Book your flights?

The Day Before

- Defrost freezers.
- Empty rubbish bins.
- Drain fuel from lawnmowers.
- Thoroughly clean garden tools, mowers, golf clubs, outdoor furniture and bikes for quarantine inspections if moving overseas.
- Empty vacuum cleaners (export shipments only).
- Identify items not to be packed and either mark them or place them in one place.
- Identify the items for your 'Priority Cartons' - those items you want first on delivery / or the items for temporary use if going via storage.

