



# THE BIG MOVE

Tips and checklists to make your move a smooth one

*With compliments from Tommy's Real Estate*

## PROFESSIONAL MOVERS OR DIY?



Your decision depends on your budget, the amount of time you can devote to packing and the size/distance of your move.

### A DIY move

Requires proper supplies, prior planning and a lot of time. At least one month ahead of time, begin packing and labelling a few boxes a day.

Designate an area in the garage, basement or spare room to store them. All you need is a driver's licence, a large vehicle and friends to provide the muscle. Check your contents insurance to see if your belongings are covered for a move. If not, arrange removal cover for the duration of the move.

### ADVANTAGES

- » You'll save money.
- » Ideal option if you're moving just the contents of a bedroom and lounge across town.
- » The boxes needn't cost you anything if you try your local supermarket.
- » With friends helping you can save time and say thanks with pizza and drinks afterwards.
- » Since you've packed, you'll know exactly where everything is and what needs unpacking straight away.

### DISADVANTAGES

- » The biggest vehicle you can hire with a car licence is a van or 2-tonne truck. You may have a few trips.
- » If you can't find any free boxes, you'll need to purchase them from stationers or removal companies.
- » You need to be fit and strong as there will be many trips and heavy furniture to lift.
- » It's easy to underestimate the time it will take!

## A professional move

Is the best option if you're moving between cities or overseas. A good option if you don't have time to pack or if you're moving a large household. If time is an issue, you could get a professional unpacker at your new home. If your contents insurance does not cover your belongings in transit, your removal company may offer cover.

### ADVANTAGES

- » They will pack everything for you – saving you a lot of time.
- » Packers are very thorough and wrap every item.
- » They will collect all the boxes and paper after your move.
- » You'll be freed up to look after the kids etc.

### DISADVANTAGES

- » A professional move will cost you more – but it's often money well spent.
- » The company you hire may not be able to move on the day you want them to. Be prepared to be flexible.



## You pack – the movers shift

If you're moving across town, this can be a great option. Save money by packing yourself and save your back by having the movers shift everything. Removal insurance tailored for people who self-pack is available. You will know where everything is as you packed it, however it will still take a lot of time and you will have to obtain and dispose of your own packing material.

## RUNNING A SUCCESSFUL GARAGE SALE

### ACCUMULATING ITEMS TO SELL

- » Designate one location where everyone can accumulate items to be sold.
- » Get rid of any items not sold by inviting friends and family to take them. The remainder can be given to charity.

### VISIT OTHER GARAGE SALES

- » Check out ideas on how to set up and display merchandise.
- » Ask questions about their sales, times, days, advertising.
- » Note items that are on display and ask which ones are selling well.
- » Note the pricing for items similar to those you will be selling.

### ADVERTISING

- » Without good advertising your sale may not meet your expectations.
- » Place all advertising at least 5 days before the sale.
- » Place adverts in your community newspapers, covering as much area as possible – only about one in every 20 people who read your advert will show up.
- » Don't put your home phone number in the advert as people will call instead of coming.



### FLYERS

- » Flyers can be reproduced on various coloured sheets for a few cents per copy.
- » Ask permission to put them up on notice boards at supermarkets, your local kindergarten, library etc.
- » Make sure they are all distributed at least 5 days before the sale and removed as soon as possible afterwards.

... *Continued on page 6*



## 2 MONTHS TO GO

- Contact your bank confirming finance and interest rates for your next property.
- Liaise with your solicitor. Is your sale definite yet?
- Select a firm date and time for moving.
- Decide whether to hire movers or do it yourself. Get estimates from 3 removal companies.
- Advise relatives and friends of your move and ask who might be able to help.
- Prepare an inventory of everything and store it with your valuables.
- Begin collecting cardboard boxes for items you want to pack yourself. You may know someone who has shifted recently who may still have some.
- Advise your children's school/childcare centre of your impending move and enrol them at new ones.
- Have a thorough clean-out. Don't forget the garden shed and garage.
- Make a list of anything you will not take.
- Organise a garage sale or list unwanted items for sale on Trade Me etc.
- Discard or give away unwanted items, house plants etc that you won't be selling.
- Start to use up supplies of frozen and perishable foods and cleaning supplies.
- Decide where furniture etc will go in your new home. Make a diagram if you like. Check that larger appliances and pieces of furniture will fit. Arrange with your salesperson to measure up if necessary.
- Source temporary storage close to your new home if required.
- Write down the models and serial numbers of all appliances and devices.
- Don't make plans to leave town during the dates for loading and unloading, unless you have a responsible person to sign your paperwork afterwards.
- Organise complete sets of keys for the new purchasers. It's part of your obligation under the terms of sale that you provide keys for all locks.
- Make a checklist of valuable documents, then collect them and make copies. Place the originals in a safe location and copies in another location:
  - » Birth and marriage certificates
  - » Medical and dental records
  - » Military records and school records
  - » Passports
  - » Insurance, policies
  - » Vehicle registrations
  - » Bank account books, currency
  - » Jewellery
  - » Precious metals and stones
  - » Coin or stamp collections
  - » Computer information
  - » Family photos
  - » Deeds, wills and other legal documents
  - » Your CV saved onto disk
  - » Other computer back-ups
  - » All other documents that would be difficult or impossible to obtain.

## RUNNING A SUCCESSFUL GARAGE SALE... Continued

### SIGNS

- » Make them from any large piece of cardboard at least .5 square metres – easily visible from 20 metres.
- » White signs with black lettering are easiest to spot.
- » Contact Tommy's Real Estate, who may have used "for sale" signs you could use the backs of.
- » Place them at the entrance to your neighbourhood.
- » Place signs near your neighbours' driveways that read "Please do not block driveway".
- » You could place a sign in front of your home that says "Thank you for coming".
- » Remember to remove signs directly after the sale.

### EXPECT EARLY ARRIVALS

- » Don't be surprised if customers begin to arrive as early as 6.00am, especially the second-hand dealers as the "best deals" are expected then.
- » The bulk of any Saturday sale is usually sold by 11.00am, with the heaviest time between 8.30am and 9.30am. Sunday sales are more sporadic throughout the day.

### PRESENTING YOUR MERCHANDISE

- » Clean, brush, or scrub anything that needs it.
- » Displaying clean merchandise may take some extra time, but it may very well double your profits. Good-looking displays make items easier to sell.

### PRICES

- » Use bold, large numbers on self-adhesive stickers or hanging labels in conspicuous places – this is the first thing shoppers will try to find.
- » You may decide to price only the most valuable items and leave lesser items open to offers or negotiation.

### CASH HANDLING

- » Make sure to have plenty of change on hand and have 2 people handling the cash box to avoid a line and the possibility of leaving it unattended.
- » You could wear a money belt so that no cash is left unattended.
- » When it's very busy, have someone watching to ensure no-one leaves without paying.



## 1 MONTH TO GO

- Select a removal company suitable for your needs. Discuss access to both properties and organise a suitably sized truck – especially important if there is a steep driveway.
- Organise a farewell party for family, neighbours and friends.
- If renting, advise your current landlord. Under the Residential Tenancies Act your landlord must receive 3 weeks' notice in writing.
- Make arrangements if pets need to be transported.
- Start packing and labelling boxes with contents and intended locations in your new home. It's safer to pack valuables in a suitcase or special box that will accompany you.
- Arrange interim housing if applicable.
- Arrange for a babysitter to watch young children on moving day so that they are not distracted by the movers and you can concentrate fully.

## 2 WEEKS TO GO

- Organise friends and relatives to help on moving day.
- If moving a long distance, have a car serviced and check the tyres or confirm travel arrangements.
- Notify New Zealand Post to redirect your mail and send "Change of Address" cards.
- Confirm packing and moving dates.
- Get rid of flammables: paints, paint brushes, oils, turpentine, kerosene, petrol, cleaning fluids, aerosols and other chemicals.
- Clean out medicine cabinets and throw out unwanted items.
- Organise moving-in times with the purchasers of your old home and vendors of your new home.

### NOTES

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## TIPS FOR PACKING

### BOXES/CARTONS

- » The easiest place to find free sturdy boxes is your local supermarket or liquor store – ask them to save them for you instead of disposing of them.
- » Beware – boxes from food stores may contain insects.
- » Choose a solid-bottomed box for heavy items – the heavier the item, the smaller the carton.

### OTHER ESSENTIALS

- » Designate the kitchen table as your work area.
- » Newspaper is an effective packing material. Protect items from ink smudges by placing in plastic bags first.
- » Bubble wrap can be purchased in bulk rolls from packaging supply stores.
- » Other essential items: twist ties, plastic tape, a razor blade knife and a felt-tip marker.
- » Use a wide roll of strong gummed packing tape to seal your boxes. Tape up the bottoms of cartons if they are sagging or look suspect.
- » Toilet paper is great for smaller items.
- » Pillows/cushions can be stuffed in with fragile items such as TVs and stereos.

### GENERAL

- » Pack one room at a time.
- » Complete inventory sheets and stick them onto your boxes. In comments, add “Fragile!” or the locations of specific high-value items. Mark which rooms the boxes are going to.
- » Heavier items should be packed towards the bottoms of boxes.
- » If you only have very large boxes, don’t pack them full of your heaviest items.

- » Soft toys and some clothing can be left in dressers and cabinets.
- » Consolidate small boxes like shoes boxes and pack into larger boxes. Fill spaces with packing paper.
- » Toys and loose shoes do not have to be wrapped individually. Place in large cartons and seal.
- » Do not pack aerosol or flammable containers.
- » Keep a tool kit handy as you may have to dismantle your bed, the table or chairs, or even remove a door to get a large couch through.

### DISHWARE AND CUPS

- » Wrap each dish or cup separately in newspaper.
- » Stack together, wrap and seal each stack.
- » Place stacks in boxes with crumpled newspaper around them.

### GLASSES AND STEMWARE

- » Stuff each glass with newspaper or tissue before wrapping with newspaper.
- » Place individually wrapped glasses into a small/medium carton and stuff crumpled paper into gaps.

### PRINTS, ARTWORK AND MIRRORS

- » For mirrors or anything framed in glass, tape a large “X” across the front to prevent pieces loosening if it breaks.
- » Cover the frames or canvas with bubble wrap and seal with tape.
- » Place in a box slightly larger than the object, or double-box for unframed canvases and valuable artworks.
- » For sculptures, bubble wrap and place upright in a box filled one-third with styrofoam peanuts, ensuring they don’t touch the sides of the box.

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## 1 WEEK TO GO

- Mow your lawn for the last time.
- Drain fuel from the lawn mower and other machinery.
- Organise a cleaner for the final clean.
- Organise final accounts for gas, water and electricity.
- Contact your phone company regarding the disconnection of your phone and final billing.
- Confirm your new phone number and date of connection.
- Ensure continuity of services to your new address. See information on power and phone services on page 14.
- If moving a long distance, organise your pet to be picked up.
- Fill any necessary prescriptions and medications needed for the next 2 weeks.
- Dismantle large items being moved, e.g. trampolines, garden furniture.
- Set aside separately all documents, valuables and important papers that will be travelling with you.
- Have your farewell party.
- List essential items you will need on moving day.
- Organise extra cartons of different sizes for last-minute packing on moving day.
- Confirm the removal company booking date and time and have the correct address.

## 3 – 4 DAYS TO GO

- Collect any items outstanding, for example lay-bys, dry cleaning and shoe repairs, and return library books, garden tools etc to neighbours or friends.
- Ask the manufacturers if the washing machine/refrigerator needs bolting down.
- Clean out the medicine cupboard.
- Do a final clean-out of the garage.
- Wash and dry laundry.
- Take down curtains and venetians and other blinds if taking them.

### NOTES

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## TIPS FOR PACKING... Continued

### TV AND STEREO GEAR

- » Place inside the original foam forms, or use the double-box method. Fill the smaller of the 2 boxes with styrofoam peanuts. Place equipment in the middle, packing all surrounding space with foam blocks. Add cables, then close and seal the box. Fill a larger box with styrofoam peanuts and place the first box inside it. Include all remotes.
- » Make sure components are cool; colour code wires for easy reassembly.
- » Check your CD player manual to see if you need to secure moving parts.
- » Tape down arms and "platters" on turntables and pack covers separately.

### COMPUTERS

- » Back up all your data files.
- » Ask the computer company if they advise you to "park" your hard drive. This involves a special program e.g. "SHIP.EXE" to retract the recording heads.
- » Pack your back-ups and discs in a separate box, away from anything magnetic.
- » Unhitch cables and colour code them for reassembly. Bundle with wire/plastic or rubber bands.
- » Pack as for TV and stereo gear.
- » Small printers can be packed together with the CPU, but be sure to remove the printer cartridges.

## Sample Inventory Sheet

<b>Taken from:</b> _____	
<b>To go to:</b> _____	
<b>Packed by:</b> _____	
<b>Date:</b> _____	
<b>Comments:</b> (e.g. fragile, keep upright)	
<b>Items:</b>	
1	6
2	7
3	8
4	9
5	10

## MOVING WITH KIDS

- » Talk about the move a lot beforehand so that they know what's happening. Even very young children can understand a lot more than they can speak. Make your move an adventure.
- » Mark your children's boxes clearly so that they can unpack their own things. Alternatively, put a few toys into each box so that they are kept busy "discovering" their toys.
- » Make sure one box of kids' essentials travels with you. Pack lots of snacks and drinks in case of delays.
- » Set up kids' rooms first with their own things, so they feel secure and have a safe place to play while the rest of the house is being organised.
- » Keep to your usual routines as much as possible. Stop all your unpacking to allow some wind-down time and carry out your usual bedtime routine. Put slept-on sheets on the beds so that they smell familiar. Make sure all familiar sleep cues and comforts (e.g. music, cuddly toys) are available. Keep to your routine rigidly for a few weeks until they are settled in.



- » Now is not the time to make other major changes e.g. a new bed. If children have had to change schools or childcare centres, take the time to help them make the transition.
- » Even small changes can disrupt a child's world. Offer lots of reassurance and extra hugs.

## SHIFTING HOUSE PLANTS

- » Removal companies will transport house plants but will not guarantee their survival! A driver may refuse to load plants if there is evidence of insect infestation.
- » Transported plants should be placed on the car seat. Never put them in the trunk of your car as any extreme temperature changes can be disastrous.
- » Water plants at least 24 – 48 hours before moving day, to ensure they are not saturated and dripping water when you move them. Do not over-water the plants before leaving; you can always find water at a rest stop.
- » Securely place them in a cardboard box. Line the box with a plastic trash bag, then use newspaper around the pots to prevent shifting.

## MOVING WITH PETS

- » Schedule a physical exam with your vet to determine if anything is needed before you begin your trip. Collect records and immunisation certificates.
- » Use a pet carrier. Exercise your pet at rest stops, always on a leash. If you must leave your pet in the car, avoid parking in the hot sun and be absolutely sure to leave the windows open a fraction.
- » Find out if hotels or motels will allow your pet to stay with you.
- » There are pet transportation companies, but special requirements must be considered.
- » Your pet can be transported by air. Reservations should be made early. Attach any instructions for feeding, emergencies and protection to your carrier. Make certain that name and address tags cannot tear or be lost.
- » If travelling with a cat, have its claws cut. A nervous cat may inflict damage or tear a claw or 2.
- » A lightly fed cat travels better, so you may wish to regulate food and water before travelling.
- » Many vets will recommend a mild tranquilliser for the trip. Follow the dosage exactly.
- » Upon arrival be as reassuring as possible and offer plenty of understanding and affection.





## THE DAY BEFORE

- Make sure your phone is fully charged.
- Fill up your car with fuel.
- Empty rubbish bins.
- Cut spare keys for the new house so no-one is waiting to get in.
- Ring parents or a friend to come and take the kids (or the pets) for the day.
- Ring mates who promised to help and remind them tomorrow is the day.
- Pack a bag with a change of clothes and toiletries you will need.
- Place things you want packed together in separate groups.
- Separate and leave all manuals for appliances, alarm etc in the house.
- Dismantle the TV aerial if taking it with you.
- Disconnect your washing machine and drain water.
- Defrost the fridge and freezer and remove food. Wash out the interior.
- If your car is being transported and it's not needed, organise it to be picked up.
- Organise sufficient cash to cover the move, and any last-minute emergencies.
- Make labels clearly marked DO NOT MOVE for the items that the movers will not be moving. For your peace of mind, place them all together in one room.
- Prepare a moving day "survival kit" for the new house: toilet paper, medications, flashlight, pet food, spare glasses, contact lenses, baby or child care items, toys and car games for children, notepad, pen, notes on moving, fuses, tools (screwdriver, hammer, pliers, pocket knife), candles, matches, cash, phone charger, telephone numbers, duct tape, rope and a lot of string.
- Prepare an "essential supplies" box of food and drink for moving day:
  - » Snacks – fruit, bread, cheese and finger foods
  - » Bottled water, juice, coffee, tea, milk, sugar
  - » Thermos of hot water
  - » Plates, cups, cutlery – disposable could be practical
  - » Paper towels, tea towels
  - » Sharp knife, tin opener
  - » Kettle, mugs
  - » Corkscrew/bottle opener
  - » A few cold ones for the helpers and a bottle of bubbly to celebrate.
- Other essentials to set aside that you'll need throughout the day include:
  - » Cleaning materials and wipes
  - » Vacuum cleaner
  - » Dustpan, broom
  - » Large bin liners
  - » Spare supermarket plastic bags.
- Make a list of jobs for your helpers (at both your new and old addresses) so that everyone will know what to do.

## CHANGING OVER UTILITIES AND SERVICES

### Electricity suppliers

Choose your supplier from the following companies that service Wellington city. You will be asked for identification; some may check your credit rating or ask for a bond.

- » **Contact Energy** 0800 809 000.
- » **Genesis Energy** 0800 300 400.
- » **Meridian Energy** 0800 496 496.
- » **Empower** 0800 340 000.
- » **Mercury Energy** 0800 101 810.

#### YOU'LL NEED TO:

- » Give 4 working days' notice
- » Give your forwarding address
- » Arrange to do a final reading at the address you're leaving
- » Provide an accurate address (street address) to which you are moving
- » Give the date you're leaving the old home and moving in to the new one.

### Gas suppliers

Confirm with the gas retailer whether or not they supply gas in your area. Some companies may ask for a bond.

- » **Contact Energy Limited** 0800 809 000 or [www.mycontact.co.nz](http://www.mycontact.co.nz).
- » **Genesis Energy** 0800 300 400 or [www.genesisenergy.co.nz](http://www.genesisenergy.co.nz).
- » **Mercury Gas Company** 0800 101 810 or [www.mercury.co.nz](http://www.mercury.co.nz).
- » **Nova Energy** 0800 668 236 or [www.novaenergy.co.nz](http://www.novaenergy.co.nz).

### Phone services

- » Phone 123 or go to [www.telecom.co.nz](http://www.telecom.co.nz) and select "joining or moving".
- » If there has previously been a phone connected in the house you are moving in to:
  - Give Telecom at least 3 working day's notice
  - Advise the date you'll be leaving your home and moving in to your new one
  - Let them know the services you have and new ones you'd like set up
  - Arrange your free directory listing if needed
  - Confirm a date and time for your services to be up and running
  - Check if there are any applicable charges.

Have the following information handy:

- » Your account number or current phone number
- » The accurate street address you are moving to
- » The date you will be leaving your old home and moving in to your new one.

If you are moving to a house that has not had phone services connected in the past, phone 123 well in advance of your move so Telecom can check if the service is available and arrange for any additional work required to connect your phone.

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# CHANGE OF ADDRESS NOTIFICATION

- New Zealand Post for mail redirection.
- Bank/credit card companies.
- Inland Revenue.
- Doctor and dentist.
- NZ Transport Agency, Motor Registry (your licence, registration).
- Schools.
- Accountant and solicitor.
- Local authority: rates, water rates.
- Stores where you have charge accounts.
- Finance companies for hire purchases.
- Insurance company to transfer your household contents insurance, car insurance and health insurance.
- Relatives, friends and local correspondents.
- Club memberships.
- Gas, electricity.
- Telephone, Sky TV, internet connection.
- Lawn-mowing and garden services.
- Arrange electoral roll transfer.
- Cancel newspaper, alarms.
- Publications you subscribe to.

## HELPFUL WEBSITES

- » [www.coreblimey.com/downloads.htm](http://www.coreblimey.com/downloads.htm) Comprehensive checklist to download.
- » [www.move.com](http://www.move.com) Moving checklist generators, moving tools, tips, storage and more.
- » [www.movesource.com](http://www.movesource.com) Checklist for a good move.
- » [www.moving.com](http://www.moving.com).
- » [www.movers.com](http://www.movers.com).
- » [www.moveezy.co.nz](http://www.moveezy.co.nz).
- » [www.primelocation.com/moving-house/moving-checklist](http://www.primelocation.com/moving-house/moving-checklist).
- » [www.storageeking.co.nz](http://www.storageeking.co.nz).

## NOTES

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## CHANGING OVER UTILITIES AND SERVICES... Continued

### Redirecting your mail

New Zealand Post's redirection service can redirect your mail to almost anywhere in New Zealand and overseas.

- » You can choose to redirect it permanently for 2, 4, 6 or 12 months (a fee may apply) or temporarily until you return to your old address (no charge).
- » At [www.nzpost.co.nz](http://www.nzpost.co.nz), select the quicklink "Receiving mail", then "Redirect mail".
- » Ask for a Change of Address request at your local Postshop and submit the request (identification required) at least 3 working days before you want to start. They will write to you to confirm the redirection. They can't redirect parcels and courier items, mail addressed to people at collective addresses (e.g. hotels, hostels, rest homes, clubs), part of mail addressed to a PO Box or Private Bag, mail delivered by other postal operators, and newspapers.
- » If your mail is addressed to 2 or more people you must list all the names in your application or the mail will be returned to senders.
- » Your mail will be delivered as it's addressed when your redirection expires.



- » [www.changemyaddress.co.nz](http://www.changemyaddress.co.nz) is a free on-line service provided by New Zealand Post. Available 24 hours a day, 7 days a week, it's the fast and easy way to send your new address details to businesses throughout New Zealand. You can also create your own "e-cards". You can inform family, friends and businesses of your new address quickly and easily with free Change of Address cards available from any New Zealand Post retail outlet. The cards are postage included within New Zealand and overseas.



## THE BIG DAY

- Have a good breakfast to boost your energy. Use disposable cutlery and plates.
- Keep basic tools handy – screwdriver, hammer, pliers, pocket knife – to help break down furniture.
- Keep valuables and other essential supplies kits aside in a closed-off room like the bathroom – you can grab them when you're leaving.
- Allocate jobs to your mates or family who have turned up to help.
- If the kids are old enough, give them jobs to keep them occupied. Pack a box of their own "essentials" that they'll want to have nearby at the new house.
- Have the phone number for the removal company handy.
- Block off a space to make sure the truck can park outside your house.
- Remove any hazards from around the work area – door mats, floor mats, rugs, hanging plants, pot plants or planter boxes – banisters or other fixtures.
- Plan to spend the entire day at the old house. Don't leave until the movers have gone. Stay with the driver to oversee the inventory.
- Be around the movers as they may have questions that only you can answer.
- When the loading is complete, walk around each room to make sure that nothing has been left behind.
- Give clear instructions to the removal team, what's going and what isn't, and remind them of any fragile items.
- Have a map handy for the removal team so they know exactly where they're going.
- Turn off the hot water heater and unplug appliances that are staying.
- Check gas, electric switches and lights, tighten all taps.
- Check walls, doors, etc for damage before and after the move.
- Remove all fixtures and fittings from walls.
- Liaise with your solicitor as to when the bank has transferred your money.
- Leave a card with your contact details so the new occupants can forward mail.
- Do a final tour of the house and garden to pick up any remaining items.
- Lock all the windows and doors before you leave.
- Say cheerio to the neighbours!

## TOMMY'S INFORMATION TO ASSIST WITH YOUR MOVE

- » Organise the “final viewing” of your new property with the real estate company a few days in advance

DATE

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DAY

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TIME

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- » One week before settlement, ensure the property insurance has been organised. The solicitor needs to verify to the bank before you sign the loan documents.
- » One week prior, make an appointment with your solicitor to sign the mortgage documents. Ask your solicitor to send the signed documents back to the bank straight away, as the earlier the bank receives these documents, the higher up in the queue your settlement is likely to be on the day. This should hopefully allow you to get the keys early on settlement day.
- » When the money has been transferred by the solicitor, the purchaser is entitled to vacant possession. It's safer and more appropriate to organise a time later in the day for possession, as settlement usually takes longer than you think.
- » The real estate company is unable to release the keys to you until the vendor or their solicitor has authorised in writing for them to do so.



- » Departing house – leave all spare keys (external and internal) with the solicitor/real estate agent, plus instructions in regards to security systems.
- » New house – pick up the keys from the real estate office during opening hours or make arrangements with the salesperson to get them to you.



## UNLOADING

- Turn on power and water; remember to take new meter readings as well.
- Get the essential supplies box out and get the tea and coffee sorted. If you run out of supplies, know where the nearest supermarket is.
- Put kids in charge of their own stuff – keep them busy and out of the way.
- Supervise unloading and unpacking by the removal company.
- Instruct your helpers where you want things to go, so you're not left to shift heavy items later. Appoint someone to direct helpers as they carry things in.
- Don't try to unpack everything now – just stick to the essentials.
- Have the Yellow Pages handy so you can order takeaways for dinner.
- Grab the bubbly that you've kept in the chilly bin and toast your new house!
- Say hello to your new neighbours.

## YOUR NEW HOME

- Check the gas and electricity.
- Check you have access to the new property before the removal truck arrives.
- Ensure taps are available for washing machine connection.
- Arrange for Sky TV, newspaper, and connection of security systems.
- Are there smoke alarms and picture hooks?
- Get spare keys cut.
- Make an insurance claim if any damage has occurred during the move.
- Enjoy living in your new home.

### NOTES

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# TOMMY'S LOCATIONS

## WELLINGTON CITY

209 Victoria Street  
PO Box 6296, Te Aro, Wellington 6141

**Telephone:** +64 4 381 8600  
**Facsimile:** +64 4 381 8601  
**Email:** office@tommys.co.nz

## LOWER HUTT

120 Queens Drive  
PO Box 30 798, Lower Hutt 5040

**Telephone:** +64 4 568 2222  
**Facsimile:** +64 4 568 2322  
**Email:** office@tommyshv.co.nz

## UPPER HUTT

897 Fergusson Drive, Upper Hutt  
PO Box 30 798, Lower Hutt 5040

**Telephone:** +64 4 528 2422  
**Facsimile:** +64 4 527 0269  
**Email:** uhoffice@tommyshv.co.nz

## JOHNSONVILLE

4 Johnsonville Road  
PO Box 13 390, Johnsonville, Wellington 6440

**Telephone:** +64 4 939 8070  
**Facsimile:** +64 4 939 8077  
**Email:** office@tommysjville.co.nz

## PAREMATA

99 Mana Esplanade, Paremata  
PO Box 57 273, Mana, Porirua 5247

**Telephone:** +64 4 233 0690  
**Facsimile:** +64 4 233 0691  
**Email:** office@tommysmana.co.nz

## TAWA

194 Main Rd, Tawa  
**Telephone:** +64 4 232 3890  
**Email:** reception@tommystawa.co.nz

## KAPITI

116 Rimu Road  
PO Box 440, Paraparaumu 5254

**Telephone:** +64 4 904 5560  
**Facsimile:** +64 4 904 5561  
**Email:** office@tommyskapiti.co.nz



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**Tommy Heptinstall**

Managing Director

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