



**CONROY**  
REMOVALS LTD

HELPING YOU MOVE AHEAD

# Your Moving Planner



**Whether you're moving locally or going overseas, there's so much to remember to do. This moving planner aims to give you some good reminders of important things to organise before your move to help it go smoothly. The timeframes given are purely guides and may alter depending on your specific circumstances.**

## 4 weeks to moving day

- Have you booked your move with Conroy Removals? Make sure you tell us of everything you want moved when you make your booking. If there's any changes, please let us know right up until the day of your move. If you have precious or valuable items such as antiques, paintings or jewellery, please let us know so we can plan appropriate packaging and handling for these items.
- Organise transit insurance for your move. Please complete an itemised valuation list for insurance of your possessions. Conroy Removals will provide you with an insurance declaration to complete.
- Notify your children's school of your move and if you're moving out of the area, arrange for school records to be transferred to their new school.
- When you are moving out of the area, get a copy of your medical notes from your doctor or dentist to provide to your new health professionals.
- If you're moving overseas, obtain visas, residency and work permits. Check also, that your passports are up to date and any necessary vaccinations are arranged.
- If you're packing your household up yourself, it's a good idea to begin the packing process early and fit it in your weekly schedule whenever you can. Otherwise, leave it to Conroy Removals professional packers a few days before your big move day and relax!

- Dispose of your unwanted furniture by online auction, garage sale etc. Or talk to Conroy Removals about our storage facilities.
- Begin reducing the amount of food you have stored in your freezer and pantry.
- Organise a farewell party.

## 2 weeks to move day

- Complete a redirection service for your mail and source 'Change of Address' cards to send to friends and relatives etc notifying them of the date of your move and your new address. Also send these cards to clubs you belong to or where you subscribe to magazines or mailing lists that you want to continue.
- If you have a monitored alarm, advise the company that looks after this for you. You may want it transferred or stopped.
- Advise the following organisations of your move:
  - *Insurance companies*
  - *IRD*
  - *Life insurance companies*
  - *Investment companies or banks*
  - *Local and regional council for rates*
  - *Government departments for benefits or subsidies*
  - *Your doctor, vet, dentist, specialists, solicitor and accountant*
- Clean out your bathroom cabinets and dispose of old medicines.
- Tighten the lids on all jars containing liquids.
- Return items you have borrowed from friends, neighbours etc.
- Return books or toys to the library.
- Organise pet transport or boarding.



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## 1 week to move day

- Contact your power, gas, phone, sky etc companies and advise of your move and date.
- Clean the home you are leaving the best you can.
- Take any garden waste etc to the tip.
- Mow the lawns.
- If Conroy Removals are packing for you, make sure before they arrive that you have kept aside any important documents, jewellery, money, tickets, clothing and toys etc that you need during your move.
- Collect dry cleaning.
- Pay your bills and get them up to date so you don't have to worry about them either side of move time.

## The day before move day

- Defrost your fridge and freezer and clean it out.
- Disconnect stereos, computers, televisions, appliances (where possible) and other electronic devices. Tie up cords and place in original boxes if you still have these.
- Empty fuel from mowers, weed eaters, chainsaws, heaters, lamps and stoves etc before removal.

## Move day

- Call your power company with your final reading.
- Do any final cleaning that is required.
- Check around your home thoroughly to make sure nothing gets left behind.
- Check water/ gas taps and lights are turned off and water cylinder is switched off.
- Make sure all doors and windows are locked.
- All house keys are given to the new owners or rental company.
- Enjoy your move.

## A few tips for your move:

- Don't store jewellery, money, legal documents, taxation papers, insurance policies or other documents or items of high value. You may need these items while they are in storage.
- Don't store perishable foods such as; cereals, flour, vegetables etc.
- We can't store dangerous goods. These include such items as; ammunition, new or partially used cans of paint, used paint brushes, linseed oil, turpentine, kerosene, petrol, naphtha, cleaning fluids, oily, shoe-cleaning or polishing cloths, aerosols of any kind, vegetable oils or chemical sets. If you're not sure about any items, please check with us.
- Don't overload drawers. Too much weight can damage furniture.
- Don't put breakables in drawers.
- Don't put liquids in drawers.