

the complete
Crown Relocations
Moving Checklist

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CROWN 
RELOCATIONS

Guaranteed expertise you can trust every time...



**Crown will help you relocate
what's most precious in your life!**

Dear Valued Customer

It doesn't matter whether you are moving across the road, around the country or overseas - it can be a very stressful experience. Crown Relocations are committed to supporting you during this difficult time and turning your moving experience into a positive one.

Careful preparation is vital to a successful relocation. Our Moving Checklist is a practical step by step guide that will assist you in the count down to your moving day, it includes Moving Tips and guidelines on the do's and don'ts. You can check off each task as it is completed and you'll see at a glance what still needs to be done.

We hope this Moving Checklist is a valuable addition to your 'moving toolkit' and look forward to further assisting you should you choose Crown as your preferred mover.

Yours faithfully

Crown Relocations

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Moving Timeline

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- Move Day

Welcome to your new home!



Tips: Moving with Kids



Moving can be an emotional and confusing time for anyone, especially the kids. Preparation and constant communication is the key to a successful relocation with kids.

Involve your kids by discussing the move with them. Explain the process of packing and how they can help, explain what will happen on moving day so they have a clear understanding and there are no surprises.

Things to think about when moving with kids:

- Just before Moving Day, prepare a package for each child with their favorite toys, books, clothing and snacks. Label it with the child's name and be sure to keep it handy during the actual move.
- Crown's website www.crownrelo.co.nz has a section just for kids. Children can learn all about their move and read moving tips.
- There are also some great publications for moving with kids available on www.amazon.com

Tips: Insuring your Move

It is essential to research all transit and storage insurance options prior to your Move Day. We recommend that you take insurance with your preferred mover as other covers are often generalised and not specific to the industry.

Moving home is a unique event in our lives and as such involves unique risks. Transit insurance is essential to protect against the possibility of loss or damage through unavoidable or unforeseen circumstances. Just as we insure our lives, our incomes, our household contents, our health, our vehicles, businesses and homes, it is very important that we protect our personal effects in transit.



Insurance Recommendations:

We recommend a Lump Sum Insurance cover as a simple and cost effective way to achieve full protection.

With Lump Sum protection there is no requirement to research the replacement cost of personal and household effects, which can be especially frustrating when customers are moving overseas.

Your chosen mover should offer this cover during your consultation. Premiums are assessed based upon the volume of effects to be moved. There is minimal paperwork and you will be assured of full cover with no chance of underinsuring.



Tips: Moving Overseas...

- Ensure your passports and driver's licenses are valid.
- Take some additional photographs for immigration paperwork.
- Make sure you receive any vaccinations needed for your destination country
- Take copies of family medical / dental records.
- Electrical appliances - will you be able to use these? If not, don't take them.
- Decide what to do with your car. If you are selling do this early to avoid a fire sale, alternatively, your mover could either store or ship this for you.
- If moving with kids research daycares / schools for your new location.
- If you have pets are they going with you? Your mover can arrange the transportation, boarding costs and quarantine of your pets.
- Finances - investigate and choose your new bank before departure.
- Don't forget to arrange your foreign exchange.
- Double check that your travel bookings and hotel reservations are confirmed.
- Is it a requirement for you to have a basic physical examination by your GP?



Documentation you should travel with:

- Driver's license
- Marriage Certificates
- Birth Certificates
- Visa documentation
- Bank and real estate agents
- Airline tickets and itinerary
- Credit cards and cheque books
- Insurance documents
- Travel / Medical / Transit Insurance
- Ensure you are fully covered prior to departure

To Do's: 4 weeks to Moving Day

- ❑ Research Moving Companies - get competitive quotes and choose your preferred mover. We advise full company packing service and movers insurance.
- ❑ If moving to a new city start your research now!
- ❑ Decide on the move date and notify the real estate agent / landlord (as per the tenancy agreement give written notice).
- ❑ Keep important documents with you ie. birth and marriage certificates, passports, credit cards / cheque books, insurance documents.
- ❑ This is a good opportunity to have a declutter - surplus furniture, clothing books etc. will be gratefully received by community organisations eg. The Salvation Army.
- ❑ Now is the time to research daycares and schools at your new location.
- ❑ Do you require a Pet Relocation? If so, make arrangements now.
- ❑ Take care of legal matters if required.



Special Tips

If you're packing your own effects:

- Don't store or transport jewellery, money, legal documents, taxation papers, insurance policies or other high value / irreplaceable articles (keep these items with you).
- Do not put breakables or liquids ie. perfume bottles in drawers.
- Your furniture should not be polished prior to your move. Polishing surfaces can cause furniture to condensate when wrapped.
- Do not overload cartons and don't put too many items in drawers.
- Don't pack perishable foods such as cereals, flours, etc.



To Do's: 3 weeks to Moving Day

- ❑ Advise your service providers that you are moving. (see list alongside)
- ❑ Take copies of electronic documents eg. computer photos, files etc.
- ❑ Avoid doing large food shops, start using up your frozen goods.
- ❑ If moving overseas there may be limitations on alcohol shipments, now is a good time to enjoy or give to friends.
- ❑ You may need a handyman for last minute repairs and maintenance prior to your move.
- ❑ If you are taking a motor vehicle have it checked and serviced prior to move day.
- ❑ If moving overseas ensure you understand import requirements and that you have any spare parts or tools you might need abroad.
- ❑ If you have chosen a preferred mover make sure they are advised if you add or subtract items.
- ❑ Do you anticipate requiring a home clean at your new destination? If so, now is the time to research what is available.
- ❑ Identify all of your insurance needs and start making arrangements.



Who needs to know you're moving out?

- ❑ Post Office (for mail redirection)
- ❑ Phone company, internet provider
- ❑ Sky TV
- ❑ Financial Institutions (to transfer and close accounts)
- ❑ Inland Revenue
- ❑ Electoral Registrar
- ❑ Insurance company (to transfer or terminate household insurance)
- ❑ Life Insurance company
- ❑ Health Insurance company
- ❑ Car Insurance company
- ❑ Leasing company
- ❑ Daycare / School
- ❑ Relatives and friends
- ❑ Shops where you hold accounts
- ❑ If you hold a firearm License the Police will need to be advised
- ❑ Club Memberships
- ❑ Publications you subscribe to ie. newspapers, magazines
- ❑ Doctor and dentist
- ❑ Lawyer
- ❑ Place of Worship
- ❑ Council, if relocating a pet

To Do's: 2 weeks to Moving Day



- If your circumstances have changed, do you now require storage? Contact your mover if necessary.
- Transfer children's daycare / school records.
- Transfer vet records to a new vet clinic.
- If you know the layout of the new house you are moving to arrange a floor plan - this will make things a lot easier come moving day.
- Sort items in garage / garden shed.
- Wash outdoor items thoroughly e.g. lawn mowers, garden tools, kids bikes etc.
- If possible, arrange for someone to look after your kids on moving days.

Dangerous Goods:

The following are classified as dangerous goods and cannot be stored or transported with your household items. Your mover can arrange separate transportation if necessary:

- Gas cylinders (unless purged)
- Ammunition
- New or partially used cans of paint
- Linseed Oil
- Bleach products
- Kerosene
- Petrol
- Cleaning fluids, Turpentine
- Aerosols (any kinds)
- Vegetable Oils
- Chemical sets

To Do's: 1 week to Moving Day

- ❑ Complete and return all documentation to your chosen movers office.
- ❑ Ensure there are no property access issues prior to Moving Day.
- ❑ Defrost your refrigerator / freezer and drain all water hoses 48 hours prior to the move.
- ❑ Dismantle large furniture items ie. home theatre systems and outdoor play equipment and structures, keeping all parts together in one area.
- ❑ Remove your own fixtures and fittings from walls.
- ❑ Purge all gas cylinders (first verify if they may be shipped to your destination).
- ❑ Disable / disarm any firearms being moved, and where possible keep the firearm in its lockable carry case. Ammunition must not be stored or carried with the firearm.
- ❑ Arrange the disconnection of services necessary (listed to the right).
- ❑ Return DVD's, library books etc.
- ❑ Do not water garden plants if they are being transported
- ❑ Dispose of all remaining flammables, dangerous goods and hazardous materials.
- ❑ Prepare a package for each child with their favorite toys, books, clothing and snacks. Label it with their name and be sure to keep it handy during the actual move.



Have you discontinued these services?

- ❑ Driver's license
- ❑ Water
- ❑ Electricity
- ❑ Gas
- ❑ Telephone
- ❑ Television
- ❑ Newspaper / publication delivery
- ❑ Internet subscription

To Do's: 1 day to Moving Day

- ❑ Pack your suitcases and move them (together with your valuables, passports, and tickets) to a safe place. This will prevent them from being accidentally packed with your goods.
- ❑ Disconnect electronic equipment ie. stereo, Sky decoder, computer.
- ❑ Disconnect your washing machine and drain all water (if required use restraining bracket).
- ❑ Remove all toners and ink cartridges from electronic printers, copiers, fax machines and batteries from any games, toys and electrical equipment.
- ❑ Make sure you get a good night's sleep.
- ❑ Have a simple breakfast prepared for move day so it is easy to clean up before the packers arrive.



Must haves for Move Day

- ❑ Movers contact details
- ❑ Important documentation: Passport, visa, marriage certificates, insurance policies, motor vehicle ownership documentation etc.
- ❑ Traveller cheques / foreign currency
- ❑ Mobile phone and charger
- ❑ Laptop computer and charger
- ❑ Pen and paper
- ❑ Cash
- ❑ Snacks and drink
- ❑ First aid kit
- ❑ Torch
- ❑ Change of clothes
- ❑ Basic toiletries
- ❑ Medicines



Special Tip:

Ask your mover for your priority box in which you can place all the items you will need immediately upon arrival at your new home e.g. remotes

To Do's: Move Day



- ❑ Be on hand when the movers arrive, walk through the home with them and reconfirm your requirements.
- ❑ Make sure you record your final electricity, gas and water readings at the old residence and visa versa if you are moving into a new home on the same day.
- ❑ Ensure all taps are turned off.
- ❑ If there are any items that are not being moved put them aside and advise the movers.
- ❑ Turn off your air conditioning.
- ❑ Is there anything left behind? Check your home for any items that may have been missed before the movers leave. Finally, before the movers leave make sure you check and sign off their inventory.
- ❑ Ensure windows are closed and doors are locked.
- ❑ Advise new owners of your contact details.
- ❑ Leave keys with a responsible person or in a pre-arranged location.
- ❑ Ensure all keys are available for the new tenants or owner.
- ❑ Ensure all utilities and phone lines are connected.
- ❑ Check there is no property damage from previous owners.
- ❑ Check off your movers inventory as your effects are unloaded by the movers.
- ❑ Identify any damage or missing items and contact your mover to advise (if necessary).
- ❑ Relax and enjoy your new home!



Moving Made Easy...

**Welcome
to your
new home!**



Guaranteed expertise you can trust every time...

We trust this Moving Checklist has been of assistance.

Whether you are moving across town, around the country or around the world contact us now and let us show you why we are considered the very best in the moving business.

We wish you all the very best for your forthcoming relocations.

Kind regards

Crown Relocations



Notes:

the complete
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