

# Affordable Carriers Limited

## 09 828 2828

### Removal Planner

Phone numbers to keep handy for moving day

Contact details

Land agents/landlords contact details		
Solicitors contact details		
Your new local fish and chip shop		
Burglar alarm technician		
Cleaners		
Carpet cleaners		

Disconnection and reconnection of services

Electricity		
Gas		
Water		
Sky Television		
Hi Fi Specialist		
Arrange water reading		
News paper delivery		
Phone		
Broadband		
Garden bag company		
Lawn mowing service		
Arrange cleaners for removal day		
Arrange baby sitters for removal day		
Alarm monitoring		

Change of address

Post office-Mail redirection		
Bank (transfer branches)		
Sports clubs and other memberships		
Magazine subscriptions		
Schools		
Video store		
Library		
Dentist		
Optician		
Doctor		
Vet		

<b>Council-Dog registration</b>		
<b>Solicitor</b>		
<b>Health and Life Insurance</b>		
<b>Mechanic, WOF reminders</b>		
<b>LTSA, vehicle licensing</b>		
<b>Home and contents</b>		
<b>Vehicle and boat insurers</b>		
<b>Accountant</b>		
<b>Inland Revenue</b>		
<b>NZ police-firearms license update</b>		
<b>Loyalty cards</b>		
<b>Warehouse/Farmers card etc</b>		
<b>Hire purchase companies</b>		
<b>Fuel Cards</b>		
<b>Electoral role</b>		

**Packing and Preparation for removal**

- The last things you pack are most likely to be the first things you are going want to unpack.
- A lot of people under estimate the time required to pack a household into boxes, the more fragile the items, the longer they take to pack. Start packing all non essential breakables well in advance of moving day, things like china cabinets, ornaments, vases and pictures. If it looks like you are not going to meet the deadline to have everything packed in time, enlist the help of friends and family, or give Paul a call to see how Affordable Carriers can help.
- Pack heavy items into small boxes and try and have the boxes flat on the tops, open cartons with things sticking out the tops of boxes can be problematic, sometimes this cannot be avoided, but best kept to a minimum.
- Use pillows and cushions and linen to pack breakables into boxes.
- Garden sheds often get overlooked in the packing process. Check the bottoms of boxes that have been stored in sheds and garages for dampness, garden tools are best taped together in bundles of 4-6 items.
- It's a perfect time to check the useby dates on fridge and freezer contents.
- Full sized chest freezers can be too heavy to lift when fully laden, it is best to remove the contents and put it in boxes or strong clean sacks and then replace the contents back into the freezer until moving day. On the moving day, If the movers find it to heavy to lift we can empty it, put it on the truck and refill it again, visa versa at the delivery address.
- Clearly label boxes with contents, and the room at the new house in which you would like them placed.
- Label boxes that are 'light and potentially sqashable as "TOP STOW",
- Label fragile boxes with "FRAGILE"
- Label boxes that need to be kept the same way up as "THIS WAY UP"
- Do you need to make special arrangements for pets?
- Empty deep fryers.
- Clean out bbq drip tray

**Things to keep accessible until moving day.**

Medication  
Brooms, mops and cleaning liquids and a vacuum cleaner

Dish clothes and tea towels, detergent

Tools that will be required to dismantle beds, headboards, two piece wall units etc and disconnecting dishwasher, washing machine, wall mounted dryers, swing and slide sets, trampolines and outdoor furniture. Does your washing machine have stability bolts that need to be installed before relocating? Electric jug, toaster, frypan and anything else that will be required to prepare breakfast, lunch and dinner on removal day.

Toiletries and toothbrush face cloth, towel, soap, shampoo etc.

Marker pens boxes and tape, for the last minute bits and pieces

### **The day before moving day**

Make sure you have enough boxes or clean sacks to pack your bedding and breakfast dishes and food etc

Make sure all necessary medications are accessible

Have a chilly bin or sturdy box (es) available for the fridge and freezer contents

Fridge, drip tray will probably need to be drained on the removal day, a dishcloth or old tea towel would be useful.

Have you got liquid refreshments for after the removal?

Install washing machine stability bolts.

### **Moving Day**

Have breakfast and pack breakfast dishes etc..

Pack bedding into boxes or clean sacks.

Remove bed legs and headboards, (Our movers are happy to do this if you are not able to). Put legs somewhere safe.

Empty fridge and freezer contents when the removalists are about half to three quarters of the way through loading the truck.

Leave a forwarding address with new owners or tenants.

Make sure that everything required has been taken and ensure that no goods or fixtures are removed in error.

Leave manuals for the oven, dishwasher, heatpump alarms and remotes for garage doors air conditioning etc...

Make sure you have a spare roll of toilet paper, there might not be any at the new house.

Don't forget to get your land line phone.

Surrender keys to new residents or land agents