

# HIREACE

COMMERCIAL VEHICLE AND TRAILER RENTAL

## Moving House Checklist

### 5 weeks before moving date

- Book your rental vehicle with Hireace by calling 0800 001122 or online at [www.hireace.co.nz](http://www.hireace.co.nz)
- Notify your landlord about your moving date
- If relocating to a new town give notice to your employer, club and school
- Start considering what you would like to get rid of. Moving time is the best time to check for unwanted items that are only taking up space. Do a garage sale, donate or send to recycle

### 4 weeks before moving date

- Buy or collect packing boxes. Hireace has special prices for boxes. Enquire today
- If you need to leave some of your belongings in a storage facility now is the time to book
- Notify your facility providers, internet, TV, bank and NZ Post about your new address. An easy way to do this is to use [www.moovme.co.nz](http://www.moovme.co.nz)
- If you are moving long distance get your vehicle serviced to avoid any surprises on the way. You can book a service with [www.glenparkmotors.co.nz](http://www.glenparkmotors.co.nz)

### 3 weeks before moving date

- Notify your insurance company about your moving date and new address. Check with them if your belongings will be insured during the move



[www.hireace.co.nz](http://www.hireace.co.nz)

0800 00 11 22

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## Moving House Checklist

- If moving long distance book accommodation for the night if necessary
- Hire a babysitter or ask a friend to look after your kids on the moving day
- Start reducing the quantity of food you buy
- Contact your electricity provider to book new house power connection
- Contact phone/internet company to book new house connection
- Book a cleaning company to clean the house you are leaving
- Start packing. Write on each box the content inside for easy unpacking

## 2 weeks before moving date

- Organize mail redirect with NZ Post
- Organize PO Box and safety deposit box to be transferred to nearby location
- Return library books
- Book final house inspection with agent or landlord
- Cancel or transfer your gym membership
- Invite friends for a farewell party
- Ask friends to help with move

## 1 week before moving date

- Start using frozen food and defrost freezer
- Collect the new house keys and garage remotes. Check with landlord about alarm code and special instructions



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## Moving House Checklist

- Start disassembling furniture items and beds
- Organize dishwasher to be disconnected
- Organize for special documents to be kept in a specific place including phones, car and house keys
- Do the final laundry and disconnect washing machine

## On moving day

- Pick up your vehicle from Hireace depot
- Start loading vehicle with your belongings
- Finish any cleaning needed and remove all rubbish
- Do a final check to see that everything that belongs to you is packed in your Hireace vehicle
- When using a cleaning company make sure a key is left for them if you are not there
- Do a final meter reading for your electricity/gas. Take a photo for future reference
- Make sure all the lights are switched off and windows and doors are locked before you leave
- When moving long distance make sure you take breaks, rest, eat and drink

## At your new place

- Before you start unloading, inspect your new house. Take photos and if there is anything out of order, broken or damaged contact your landlord or agency
- Make sure electricity, gas and hot water cylinder are turned on
- Start unloading your belongings



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## Moving House Checklist

- If you are concerned about your door locks request they to be replaced by your landlord or agency
- Take your time and start unpacking
- Before returning the vehicle to the Hireace depot make sure all of your belongings have been removed from the Hireace vehicle
- Take a walk around the block to get familiar with your new neighbourhood
- Introduce yourself to neighbours
- Ensure all mail correspondences has been directed to your new address

### Notes:

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