

YOUR MOVE-DAY CHECKLIST

Follow these steps for a smooth, stress-free move with Prime Movers.

BEFORE MOVING DAY

Packing

- ☐ Pack all boxes properly and securely
- ☐ Label every box: room name, FRAGILE if applicable, priority level
- ☐ Fragile boxes — maximum 7 kg per box
- ☐ Label all heavy boxes over 10 kg clearly on the side
- ☐ Pack clothes in bags or suitcases — not loose in boxes
- ☐ Keep all drawers completely empty
- ☐ Prepare beds — dismantle if possible
- ☐ Photograph fragile and valuable items before packing
- ☐ Measure large furniture to confirm it fits through doorways at new property

 **Tip:** Pack non-essential items first, essentials last.

Keep These Items Separate — Do NOT Pack in Truck

- ☐ Set aside your personal valuables:
 - Jewellery & cash
 - Chargers & small electronics (phones, laptops)
 - Medications
- ☐ Separate your important documents:

ON MOVING DAY

At Your Current Home

- ☐ Keep all pathways and doorways clear at all times
- ☐ Keep pets and children in a safe, separate area
- ☐ Do a final walk-through of every room, cupboard, garage, shed and attic
- ☐ Take meter readings before leaving
- ☐ Confirm all items are loaded before the truck departs
- ☐ Hand over keys, remotes and access cards once fully vacated

 **Tip:** Walk through after the truck is loaded — easy to miss items in cupboards or outdoor areas.

AT YOUR NEW HOME

- ☐ Reserve parking for the truck at the new property
- ☐ Direct movers to the correct rooms using box labels
- ☐ Keep pathways and doorways clear for unloading
- ☐ Take meter readings at your new property
- ☐ Check utilities — power, water, internet

- Passports & ID
- House documents & tenancy agreements
- Keys & access cards

Logistics

- ☐ Reserve a parking space for the moving truck
- ☐ Notify neighbours if the truck may affect street parking

- ☐ Do a full walk-through and check all items have arrived
- ☐ Inspect for any damage — report to Prime Movers within 24 hours
- ☐ Have payment ready — cash or bank transfer

 **Tip:** Damage must be reported in writing within 24 hours: info@primemovers.co.nz or 027 755 8786.



THE DAY BEFORE

- ☐ Confirm your booking — 027 755 8786
- ☐ Empty and defrost fridge and freezer (12–24 hrs prior)
- ☐ Disconnect all appliances
- ☐ Charge phones and power banks
- ☐ Ensure clear truck access at both addresses
- ☐ Set aside payment — cash or bank transfer
- ☐ Pack your essentials bag:
 - Clothes, toiletries & chargers
 - Medications
 - Snacks and water

Questions? We're here to help. **027 755 8786** | info@primemovers.co.nz