



Moving out

CHECK LIST

When you're moving house, it's important to remember that it is your responsibility to leave the property clean, tidy and in good condition. To make things easier, you can use this handy checklist before you move out to remind you to:

Clean the sink, kitchen bench, oven and stove

Clean cupboards inside and out

Clean the bathtub, shower, basin and toilet

Wash the walls and ceiling, particularly in the kitchen

Clean light switches and light shades

Wash windows inside and out

Replace any cracked or broken windows

Wash the floor

Tidy and weed the garden

Trim hedges

Mow the lawns and sweep paths

Remove all house and garden rubbish as well as personal belongings, including from under the house or in sheds, garages and the attic

Disconnect your electricity, gas and telephone

Arrange for your final power and telephone accounts to go to your new address

Tell your friends and family your new address and telephone number and fill out a change of address form available at your New Zealand Post Shop or by going to www.nzpost.co.nz

Arrange for us to pick up the keys and do a final inspection

Pay your rent up to the day that you leave – call us on 0800 801 601 if you're not sure what you owe