



Buying Your Home Checklist

As an aid, we have developed these checklists that assist you in making buying a home as simple as possible. The first section covers the **MUST DO** things, once you have signed a Contract of Sale. The second gives you a guide to what to do prior to moving.

- Organise for Insurance to cover the new home within the first business day after signing.
- Ring your Solicitor or Conveyancer to inform them that you have elected to have them look after your Purchase.
- Organise for a building and pest Inspection. It is important to have this booked in early to avoid a rush at the end. You can always cancel if not required.
- Contact your Finance Company ASAP to organise Finance, take a copy of the signed Contract with you if you have one or organise for your agent to have one sent to them.
- If you are not sure of something, contact us immediately for guidance. It can be better for all parties if we are kept informed of any extensions to the Contract or any other issues that you may require assistance with.

Your moving checklist

Remember moving is one of the more stressful time in a persons life. Here is a checklist to help make moving enjoyable and to make sure that you don't forget anything. Good luck!

4 weeks to go

- Contact a moving company and tell them the dates you plan to move.
- Create a "move file" to keep track of estimates, receipts and other important information.
- If you don't know the city/area you are moving to this is a good time to do some research on the area. Local groups, kids clubs, etc. Visit the area and get to know people before you move in.
- Find a school, nursery, and childminders in your new area.
- Check personal insurance policies to see whether moving is covered.
- Start collecting suitable containers and packing materials if you plan to do the packing yourself.
- Buy only what you will use before moving.
- Prepare a list of friends, relatives, business firms, and others who need to be notified of your move.
- Set a date to cancel the newspaper, milk etc.
- Have a garage sale with all the things that you don't want any more.

2 weeks to go

- Take the family for a farewell visit to some of the places that hold happy memories.
- Involve your children in the packing and moving. Moving to a new house or a new city can be scary for children.
- Hold an open house or informal dinner for friends to say good-bye.
- Take your car in for a service (you don't want to break down on the way to your new house).
- Transfer all prescriptions to your new pharmacy or have what you can filled prior to moving.
- Have rugs and cushions cleaned and keep them in bags until the removalists arrive.
- Return library books and anything else you may have borrowed.
- Start packing.

1 week to go

- Pack suitcases for the trip to your new house. Put in extra clothes for emergencies.
- Pack a large box and take it with you in the car. It should include, sponges, paper towels, cleaning products, paper plates, plastic knives, forks etc..., light bulbs, hammer, bin bags, soap, toiletries, utility knife, cups, kettle, coffee, tea bags sugar, toilet paper, snacks, pencils and paper, a local phone book, masking tape, bath towels and a change of clothes. All of these are essential for the moving day.
- Defrost the freezer two days before you move. Ask a friend or family member if you can keep your frozen foods in their freezer.
- Make a list of every item and label the boxes.
- Set aside valuables and legal documents to go with you, not on the van.
- Write a list of all useful telephone numbers and addresses to take with you. (You might need to contact your old doctor about something).

1 Day to go

- Mark all items that you do not want to be moved. Mark the box that has all your fragile bits in "FRAGILE".
- Give back any thing that you have borrowed from someone else and get back what other people have borrowed from you.
- Leave mirrors and pictures on the walls for the movers to pack.
- Leave beds assembled, use sleeping bags if you can and pack all of your bedding.
- Unplug all TV sets 24 hours in advance so they will be at room temperature the day of the move. Moving a set in which heat is retained could damage internal parts.

Moving Day

- It is your responsibility to see that all your goods are loaded, so remain on the premises until loading is complete. After making sure no items are left, check and sign the inventory. Keep your copy.
- Be sure the van driver has the exact address of your destination.
- Keep your mobile switched on during moving day.
- Leave a note of your new address in the house so the new occupants can forward any mail.

Your new home

- If you can, be at your new home when the removalists arrive, if you can't make sure that some one else is there.
- Unless other arrangements have been made, be prepared to pay the tab. The van driver is obligated, by law, to collect for charges upon delivery.
- Check your goods as they are unloaded. If anything is missing, note it on the inventory sheet. By signing the sheet, you are acknowledging receipt of all items listed.
- Check appliances and systems to ensure all are working properly, and arrange for repairs if necessary.
- Have an early night and leave the unpacking until the next day. **GOOD LUCK**