

Move-In Checklist

Resident Move-In Preparation

This checklist is designed to support a safe, organised, and structured move-in process.

Before Move-In

- Referral assessment completed
- Placement approved
- Risk review completed
- Relevant documents received
- Emergency contact information provided
- Support information shared
- Move-in date confirmed

Resident Information

- Full name
- Date of birth
- Emergency contact
- Relevant support contacts
- Medical information where relevant
- Risk information where relevant

Document Purpose

To make sure the move-in process is prepared, consistent, and clearly communicated before arrival.

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Resident Move-In Preparation

Documents Required

- Identification documents
 - Relevant benefit information
 - Referral documents
 - Support agency information
 - Relevant contact details
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On Arrival

- Welcome information
 - Property overview
 - House expectations
 - Emergency contact information
 - Support information
 - Key collection details
 - Safety information
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Accommodation Expectations

- Respect the accommodation
- Respect staff and residents
- Maintain appropriate behaviour
- Follow health and safety guidance
- Engage appropriately with support pathways

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Support Planning

- Support goals
- Housing goals
- Wellbeing needs
- Move-on planning
- External support services

Important Notice

Safe and Respectful Accommodation

Safe Haven aims to maintain a safe and respectful accommodation environment for all residents, staff, and visitors.

Move-In Summary

Prepare

Assessment, documents, contacts, and move-in arrangements confirmed.

Welcome

Resident receives property, safety, support, and key information.

Support

Support goals and move-on planning are discussed and reviewed.