

# Move-In Checklist

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

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## 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

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## 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.

# Move-In Checklist

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## 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

# Move-In Checklist

## 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.