

Moving Checklist

One month before you move:

- Arrange and confirm your removal date as far in advance as possible.
- Clear loft and garage.
- Think about where your furniture will fit in the new house.
- Arrange for family and friends to help with children and pets.

Week 3

- If packing yourself, ensure you start a bit at a time. Dismantle self-assembly furniture, pack items which are less likely to be needed first, ensure boxes are not over packed e.g. a large box full of heavy books, would be difficult to lift. Place heavier items in smaller boxes and lighter items in larger boxes. Ensure boxes can be sealed properly and that items are not sticking out of the top. Label boxes with contents and where you want them to go in the house. Ensure Glass/China well wrapped to avoid movement.
- Inform Utilities and Council tax of your move date and ensure plenty of notice is given to telephone/broadband/satellite providers, as these companies will need several weeks to avoid any reconnection delays.
- Inform: Doctor/Dentist/Hospital/Schools of change of address.

Week 2

- Arrange to redirect your mail with the post office.
- Unwanted items to recycling centre or charity shops.
- Notify change of address to: Bank, Credit Cards, Savings, Insurance, TV Licence, Driving Licence, Vehicle Registration.
- Notify change of address to all friends and family. Try texting and email to save time and cost.
- Arrange professional disconnection of kitchen appliances and any electrical fittings that you may be taking.
- Arrange to have gas, electricity and water meters read.
- Start running down freezers.

Moving Week

- Label up keys for new owners
- Cancel milk and newspapers
- Confirm house insurance is in place for the new house.
- Confirm removal vehicle parking is accessible at both old and new houses.
- Prepare plants for transit
- Ensure any outside structures are taken down if they are to be moved to your new home.

Moving Day

- Make up a catering pack with kettle (mugs, tea, coffee etc)
- Keep valuable items, keys and documents in a safe place where they can't be packed. Ensure items for the new owners are also kept separate and not packed by accident.
- Ensure final meter readings for gas, electricity and water have been taken.
- Before the removal van departs, check that nothing has been forgotten.
- Ensure Removal Company has directions to your new property and a phone number to contact you.