



Moving Checklist



countdown to **your** move



checklist: 2 to 4 weeks before

- Unwanted items**
Before any packing begins, organise donating or selling your unwanted items.
- Plan your packing**
If you wish to pack yourself, obtain all the necessary materials, and begin at least two weeks before your move. Label boxes with their contents and their destined room at your new address. Remember, One Removal cannot offer insurance for owner-packed items.
- Finalise your move date**
- Friends and relatives**
Notify your loved ones of your change of address.
- Bank**
Notify your bank of your change of address and consider transferring your account to a branch nearer to your new home.
- Credit/store cards**
Fill in the change of address section of your statement when returning it with your payment and notify any card protection insurers.
- Standing orders/direct debits**
Give your new address to companies to which you pay standing orders, or with which you have a hire purchase agreement or loan.
- Stocks & shares**
Notify your stockbroker or each individual Company Registrar.
- Car**
Arrange to have your car serviced, particularly if you are moving long distance.
- Driving licence**
<https://www.gov.uk/tell-dvla-changed-address>
- Mail redirection**
<https://www.royalmail.com/personal/receiving-mail/redirection>
- Phone providers**
Contact your phone and internet providers to advise of your change of address and the date from which you wish your new number to operate. Give at least two weeks' notice.
- TV licence**
<https://www.tvlicensing.co.uk/cs/update/multiple-changes/index.app>

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- Doctor, dentist, optician**
De-register and research alternatives nearer to your new address. Liaise with your hospital if undergoing regular treatment.
- HMRC**
<https://www.gov.uk/tell-hmrc-change-address>
- Pension**
Advise your local Post Office or private scheme of your change of address.
- Insurances**
Notify your broker or individual insurance companies.
- Council tax and electoral registration**
Notify relevant authorities in both your current area and the area you are moving to regarding council tax and electoral registration.
- Subscriptions**
Notify any organisations, clubs or charities to which you subscribe of your new address.
- Hotels**
If you need a hotel or temporary accommodation during the removal, arrange well in advance, especially if your move occurs during the summer.
- Lofts and attics**
Check the contents and dispose of any unwanted items.
- Schools**
Notify schools of your leaving date and advise the new schools as soon as possible.
- Pets**
Make arrangements to book pets into kennels or catteries or for friends to look after them during the move. Arrange for the transfer of your pets' records to the new vet.
- Parking permits**
Check to see if you need a parking permit for the removal vehicle at your existing or new address.
- Additional services**
Book any additional services that you may need to disconnect from your existing home.
- Home contents and buildings insurance**
Arrange home contents and buildings insurance for your new home.

checklist: 1 to 2 weeks before

Two weeks before

Consider changing the locks

Book a locksmith to visit your new home after delivery day.



Library

Return any books you have on loan.

One week before

Electricity and gas

Contact your energy suppliers to advise the date you will be moving, giving at least 48 hours' notice.



Water

At least 48 hours' notice is required by your existing and your new authority to disconnect and reconnect supply.



Items on loan

Return borrowed items to your friends and neighbours.



Dry cleaning

Collect all remaining items.



Survival kit

Pack a box with light bulbs, toilet rolls, candles, a screwdriver, pliers, matches and kitchen towels and put it in the boot of your car.



Keys

Ensure the keys to your new home are going to be available on time.



Fridge and freezer

Empty, defrost and dry out your fridge and freezer.



Washing machine and dishwasher

Empty, disconnect and drain pipes, secure the washing machine drum with the manufacturer's transit brackets.



Foodstuffs

Care should be taken to ensure that any packets, lids, and screw tops are properly secured.



Meals and snacks

Plan these leading up to and shortly after the move, bearing in mind which kitchen items will already be packed. For the evening meal on the day of your move, it may be easier to order takeaway or eat out.



Prepare the attic

If you need the removal team to enter your attic or loft, make sure it is properly illuminated and floored, and has a safe point of entry.



Make a plan

Draw a plan of your new home and be prepared to instruct your removal team on the new locations for furniture.

checklist: during and after the move

Moving day

Refreshments

Moving belongings is physically demanding work; you may want to have refreshments available for everyone involved with the move.

Bedding

Remove all bedding, and ensure that when packed, it is clearly labelled for immediate unpacking for the first night at your new home.

Children

If your children are staying with you, organise a room with their toys and a few treats. You may want to give older children specific tasks, such as packing their own box.

What's not to go

Show the Team Leader around the house and identify anything that is NOT to be moved.

Walk around the house

Once the van is loaded, walk around the house with the team leader to ensure all items to be moved have been placed in the vehicle.

Meeting at the property

Agree an approximate time to meet at the new property.

Meter readings and key transfer

Before leaving, make a note of all relevant meter readings, and arrange for key transfer as agreed. On arrival at your new home, make a note of meter readings.

Layout of new home

Show the Team Leader the layout of your new home. It may be helpful to label the entrance door to each room. Be on hand to direct the team to place your furniture in the correct positions.

Sign completion form

Once you are satisfied that everything has been delivered and positioned in the appropriate place, sign the completion form, adding any comments you wish to make.

After the move

Relax!



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