



# Your Moving House Checklist



# 1 - 2 WEEKS BEFORE EXCHANGE OF CONTRACTS

## ► Insurance

Obtain quotations from insurance companies for buildings insurance (and home contents insurance if you require). If you are buying with a mortgage you will need to take out building insurance on exchange of contracts and your solicitor will need evidence that building insurance is in place before they can exchange contracts.

## ► Removal companies

Obtain quotations from removal companies. Check that comprehensive insurance cover is available against damage or loss. Remember to confirm the date of the move with the company after exchange of contracts.

# ON EXCHANGE OF CONTRACTS WHEN THE MOVING DATE IS SET

## ► Children

You may wish to make arrangements for your children to stay with family or friends on moving day.

## ► Packing

Make a start on the packing. Use sturdy boxes, old newspaper and bubble wrap. De-clutter and pack rarely used items.

## ► Pets

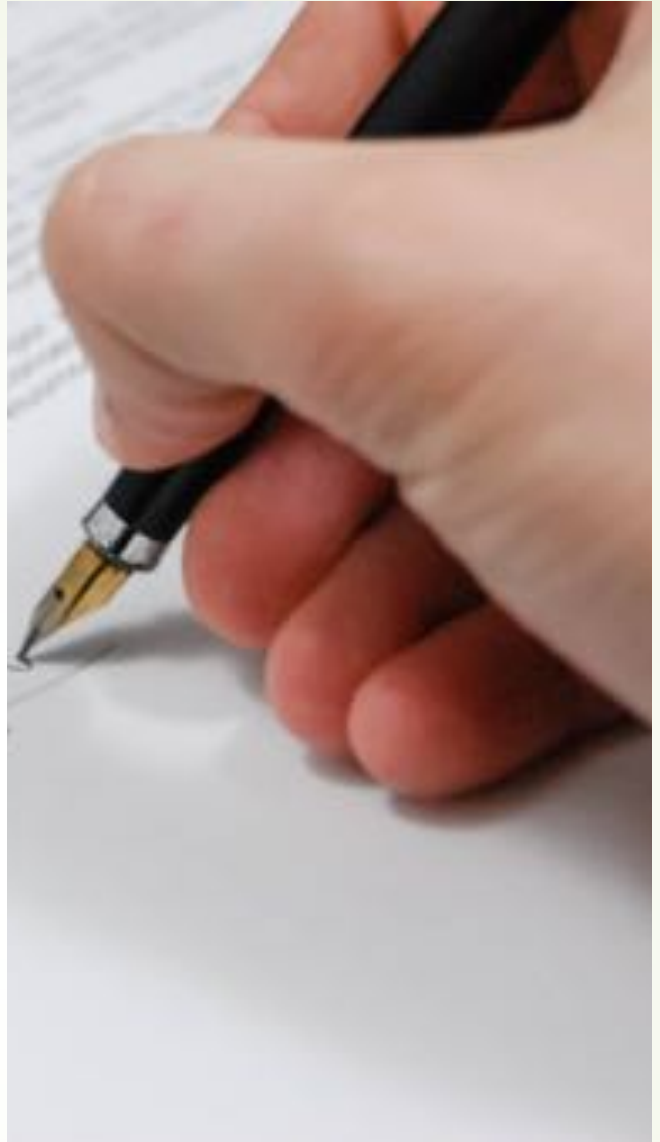
You may wish to make arrangements for your pets to go into a kennel/cattery on/before moving day. Having your pets micro-chipped is a good idea. If already micro-chipped, remember to have the address changed.

## ► Post

You may wish to make arrangements for your post to be redirected to make sure you receive all important post.

## ► Telecommunications

Notify your telephone and broadband provider and obtain a final account for your current address. Consider transferring the facilities to your new address.



## CHANGE OF ADDRESS

### Notify Companies & Organisations That You Are Moving:

- Employer
- Inland Revenue
- Local council
- Banks or Building Societies
- Credit cards, store cards and other accounts
- Utilities - Gas, Electricity and Water
- Insurance companies
- Landline/mobile phones
- Internet and cable/satellite TV providers
- Doctors, Dentist and Opticians
- DVLA
- Veterinary Surgery
- TV Licensing

# 1 WEEK TO GO TO THE MOVE

## ► Laundry

Do any last-minute essential washing. You may wish to organise for a plumber to disconnect your washing machine and dishwasher correctly.

## ► Kitchen cupboards

Go through your kitchen cupboards, throwing away any out of date food and pack non-essential food.

## ► Fridges/Freezers

Empty out non-essential contents. Defrost freezer.

## ► Valuables/documents

Wrap and store in a safe place.

# 1-2 DAYS TO GO TO THE MOVE

## ► Packing

Pack an overnight bag containing essentials. Pack the remainder of your belongings and label each box as to which room it relates to.

## ► Snack box

Pack an easily accessible box for the kitchen. Remember to include tea, coffee, sugar, kettle and mugs.

## ► Dismantle and disconnect

Take down curtains and any fittings you have agreed to take.

## ► Outdoor items

Stack ready to be transported.

## ► Mobile

Fully charge your mobile phone and ensure all relevant people have your number.

## ► Keys

Make arrangements to leave one set of keys with agents on completion day.



# ON MOVING DAY

## AT YOUR OLD ADDRESS

- Make arrangements for any gas, electricity, and water metres to be read on the day you move and obtain final accounts for your current address. Arrange takeover of the utility accounts at your new address and ensure all appliances are properly fitted, plumbed or connected.
- Cancel any standing orders/direct debits with regard to mortgage payments/ insurance payments or other outgoings such as news papers.
- Strip beds and pack bedding and nightclothes.
- Finish packing toiletries box.
- Direct removal firm staff or friends helping you move as to what needs to be done.
- Turn off electrical appliances.
- Disconnect cooker.
- Turn off boiler/central heating.
- Turn off water.
- Secure all windows.
- Lock all doors.
- Make final checks and leave key as arranged with new owners.

# ON MOVING DAY

## AT YOUR NEW ADDRESS

- Open up and have a look around the new house.
- Locate fuse box, gas, electricity and water meters as appropriate.
- Organise the direction of boxes to appropriate rooms.
- Check the van after all is unloaded.
- Make the beds up for the evening.
- Sit down, relax and order a takeaway! Unpack the remaining boxes the next day.

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