

This is a guide to remind you of some of the things that need to be done when you move house. This should be read in conjunction with advice obtained from your Estate Agent/Solicitor, etc. We hope that these suggestions will help your removal to be conducted with the least of worry.

## 4 WEEKS BEFORE MOVING

### Checklist:

### Tick:

Contact us for estimate. Our representative will call to discuss all your requirements, without obligation.

Arrange the date of your removal, complete and return removal contract.

Notify your change of address/date of removal to:-

Local Authority

Telephone Company

Gas Company

Electricity Company

Insurance Company

Finance Company

Building Society

Bank

Doctor

Dentist

Optician

Vet

Post Office - Children's Allowances, Premium Bonds, TV License, Re-direction of mail

Arrange for TV, cooker, washer, fridge, light fittings, etc. to be disconnected and reconnected where necessary. (Ask Remover)

Arrange for carpets to be lifted and refitted.

Send out change of address cards.

Arrange travel plans - book hotel if necessary.

Notify Father Christmas

**Notify your change of address to :-**

- Relatives and Friends
  - Credit / Store Cards
  - Financial Advisor – Shares / Premiums
  - Driving License & DVLA Vehicle Registrations
  - Inland Revenue Office
  - National Insurance / DSS Benefits
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**1 WEEK BEFORE MOVING**

- Pay your removal account.
  - Cancel bread, milk, newspaper deliveries etc. and settle up any accounts.
  - Collect dry cleaning and shoe repairs etc.
  - Return any borrowed items, library books etc.
  - Arrange with friends or relatives for your children and/or pets to stay with them whilst the move is taking place.
  - Hire or borrow a travelling box for your pets and obtain sedatives if necessary.
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**3 DAYS TO GO**

- Pack up your personal items, jewellery, insurance, policies and keep them in a safe place.
  - Make up your mind where your furniture will go in your new home.
  - Complete packing all items that you have agreed to deal with yourself and mark the contents on the outside of all the boxes.
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**THE DAY BEFORE MOVING**

- Dismantle wardrobes etc. where necessary.
- Empty, de frost and dry out your fridge.
- Secure washing machine drum
- Empty the loft.
- Finish packing personal belongings.
- Arrange collection of keys to your new home.
- Arrange refreshments on the moving day whilst the cooker is disconnected
- Get a good nights sleep

## **MOVING DAY**

Show the Foreman around and point out all fragile and similar goods.

Give the foreman a map and directions to your new home.

When the van has been loaded, check to make sure nothing has been overlooked.

Check with the Foreman the estimated time of arrival at your new home.

Do not switch on fridge/freezer for 3 hours.

Pack up kettle/teapot etc. and hand to driver seperately.

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## **AFTER REMOVAL DAY**

Inform remover when packing cases ready for collection. Do not panic if small items do not immediately come to light.

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**Please contact us if you have any queries or problems.**

**Please do remember that jewellery and cash are not insured by the remover, and are therefore your own responsibility.**