

Here's your personal checklist with some hints & tips to help your move go smoothly

## 1. When you have your completion date

- Confirm all arrangements times etc, for meter readings, disconnections, reconnection's — with authorities and with your buyer and seller.
- Make sure you have a good stock of packing materials, including sturdy boxes, plenty of string and sticky tape.
- Begin to throw away unwanted items from attics and wardrobes. What you really don't want, you may as well dump now or send to charity. It's great time for a sort out.
- Arrange and pay for automatic redirection of your mail by the Post Office. Cancel and pay up accounts for routine delivery services such as milk, groceries, newspaper and fuel. Reorganize these deliveries for your new address.
- Start to defrost refrigerators in preparation for your move. If you are moving your freezer and its contents, turn it up to maximum for a couple of days before your move.

## 2. Preparation for your moving day

- Declutter. Declutter and Declutter. You don't want to be paying for items to be moved for you when you are not going to keep them! Arrange for appropriate items to be binned/recycled/given to charity.
- Get estimates from removal companies, checking that comprehensive insurance cover is available against damage or loss. Is there a packing and unpacking service?
- Confirm the date of your move with the solicitor. Check your home contents insurance policies to ensure that you are covered for the move and covered at your new home.
- Make arrangements for your gas and electricity meters (plus water meters where relevant) to be read.
- Arrange to take over gas and electricity at your new address, and make sure that all appliances will be properly fitted and plumbed or connected.
- Notify your telephone and cable companies, ask them to make the necessary arrangements for a final account at your present address, and for taking over or installing new facilities at your new home.
- Arrange for change of address cards to be printed.

## 3. One day to go until your move

- Complete your packing except for those items you are likely to need overnight and prepare a picnic for your moving day.
- Have a large enough cash float available to deal with unexpected expenses. Make sure you have collected documents and valuables together in a safe place.
- Cover carpets which are being left behind, so as to minimise damage during furniture removal.
- Check through previous lists to make sure nothing has been overlooked, then enjoy a worry-free early night.
- Have a local takeaway number handy, moving home is hard work, you will not likely want to be cooking a meal the day you move as you will still be unpacking, so it is a good idea to organise an evening take away
- Keep your personal belongings close to you – e.g. toiletries & pyjamas and your bedsheets so you can set the bed up quickly for the first night.
- Do also keep the kettle, some mugs and tea & coffee and snacks within easy reach so you can set that up for quick access to keep you going whilst you load and unload.

## 4. Your Moving Day

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| Strip beds, pack bedding and night clothes | Turn off boiler/central heating. |
| Pack items for washing/toiletries.         | Turn off water.                  |
| Take down curtains.                        | Read gas meter.                  |

Take up rugs, carpets, floor coverings as required.	Read electricity meter.
Dismantle any light fittings etc. not included in sale.	Secure all windows.
Turn off electrical appliances.	Lock all doors and leave keys as arranged by new owners
Disconnect cooker	On arrival at your new home check property is as agreed, unpack your belongings slowly and methodically so that you can check for loss or damage.

## 5. Who to notify

Banks, building societies etc.	Other lease, hire or rental Companies.
Insurance companies.	Employer.
Gas, Electricity, Water Boards.	Doctor
Telephone Company	Dentist
Local Authority (Council Tax)	Schools
Driver and Vehicle Licensing Agency (DVLA).	Newsagents
TV Licensing.	Professional Bodies/trade unions
Inland Revenue - HMRC	Motoring Organisation.
Store Cards and accounts.	Friends and relatives.
Other lease, hire or rental Companies.	

## 6. Top Tips

If you have appliances that the seller has left but no instruction manual, you can often download a manual from the internet if you type in the make and model number into a search engine.	Clearly label boxes that contain breakables and also those that are load-bearing and can be stacked in the van.
If you are moving TVs, PCs (and anything else with complicated wiring) and don't want to spend ages trying to figure out which wire goes where, take a picture of the back where the wiring is so you can easily re-connect by looking at your photo at your new home.	If you are selling, a kind gesture would be to leave/prepare a briefing sheet for the new owner. This should include how to operate the boiler and alarm, and any other useful information. You could either label all keys or leave them in the lock that they operate. Don't forget shed and garage keys, or those for the window locks
Label the boxes for the removers as to which room you would like the box to be left in (will help with unpacking if the items are already in the right room!)	Pets/Children – you should arrange for them to be looked after on moving day.

## 7. Useful list of items to check when moving into a new property

Internal room doors, cupboard doors & kitchen doors operate effectively.	Confirm the position of the internal and external stop taps in case of emergency.
Test any built in kitchen appliances.	Test external door lock and internal window locks.
Bathroom fittings should be tested and checked they are watertight. It is important to confirm the seals around baths, showers etc. are satisfactory to prevent water leaks. Establish the position of	Keys to lockable windows should be kept available in case required in the event of an emergency.
the fuse box. Test all switches and sockets.	Test smoke and carbon monoxide detectors.
Confirm the position of the heating boiler and test this together with time and temperature control.	

