

PREPARING TO MOVE

The following checklists will help you stay on top of the various tasks you will need to consider when preparing for your move.

UPDATING YOUR ADDRESS			
SERVICE	✓	SERVICE	✓
Banks or building societies		Loyalty or store cards	
Clubs and associations		Magazine and newspaper subscriptions	
Credit card companies		Mobile phone companies	
Delivery subscriptions		Motoring organisations	
Doctor and dentist		National Savings and Investments	
DVLA		Opticians	
Employers		Pension providers	
Friends and family		Professional associations/trade unions	
Gyms/health clubs		Rental companies	
Hire purchase and loan companies		Satellite television companies	
HM Revenue and Customs		Schools and colleges	
Internet provider		TV Licensing	
Insurance companies		Telephone companies	
Local authority council tax department		Utility providers	

AT NOTICE TO COMPLETE	✓
Request quotes from removal firms or obtain quotes for hiring a self-drive van. If using a removal firm, we recommend that you choose a company that belongs to a professional body, such as the British Association of Removers, and shop around for the deal most suited to your circumstances.	
Check your contents insurance for cover at your new address and during your move.	
Advise your building society, bank and credit card companies of your new address and amend and standing orders, etc.	
Arrange for your utilities, e.g., water, electricity, gas, telephone, to be finalised. Register with the service providers at your new address, once you know their details.	
Notify your doctor/dentist so your medical records can be transferred to new practices.	
Confirm school transfers, if applicable.	
Begin disposing of any unwanted items, e.g., from cupboards, attics and sheds.	

Collect suitable boxes and begin packing items you will not need until after your move. Label boxes clearly with their contents and the room in which they belong, and identify the boxes that will need to be unpacked first.	
Let your employer know your new address.	

Note

The postal address for your new home is created and approved by the local authority in the early stages of a housing development, but it cannot be activated for postal deliveries until very close to handover. This does not prevent utilities and services being organised for a property. Should your postal address not be recognised by a provider, this can normally be resolved by asking them to update the Postcode Address File (PAF) they use.

TEN DAYS UNTIL YOU MOVE	√
If required, book an electrician, gas installer and plumber to disconnect appliances at your old address and refit them at your new address.	
Complete your change of address notifications and arrange for Royal Mail to redirect your mail for up to 12 months.	
Book and engineer to come and connect the telephone line at your new home.	

ONE WEEK TO GO	√
Confirm your moving arrangements with the removal firm or van hire company, and contact your Sales Advisor to ensure any special removal or delivery arrangements can be accommodated. Please note that nothing can be moved in until the Date of Entry.	
Clearly label any items you are leaving behind and remove any fixed objects not included in your sale.	
Make up a toolkit with a screwdriver, pliers, knife, hammer, hooks, fuses, etc., as you may need it during your move.	
Ensure any storage places have been cleared out and all items not needed immediately have been packed and labelled.	

THE DAY BEFORE	√
Collect and label all keys for your existing property.	
Empty and defrost your fridge and freezer, where necessary.	
Complete all packing, but ensure you can access anything you might need on your moving day, e.g., toilet paper, books or toys for children, vacuum cleaner, cleaning materials, towels, bedding and overnight essentials.	
Clean the house.	
Advise your solicitor of the time of your move, so that they can make sure all payments are with our solicitor before you collect the keys from the Sales Advisor.	

ON MOVING DAY	✓
Remove rugs and any loose floor coverings you are taking with you.	
Turn off the central heating and all electrical appliances.	
If you are moving during the winter, drain the water systems, unless someone is moving in on the same day.	
Leave all keys with the estate agent for the new owner.	
Make a note of all your final gas, water and electricity meter readings.	
Check all storage spaces and lock all windows and doors.	