

Moving checklist

Use our checklist to ensure your move is as organised and hassle-free as possible.

Booking

- Phone to ensure dates are available
- Confirm new address details are correct
- Advise of any potential access issues/delays in keys
- Send back acceptance form - remember to state value of contents
- Pay deposit - normally 30% of moving costs
- Book additional storage (if required)

Who to notify

- Landlord (if renting)
- Friends and family - provide moving card
- Neighbours - make aware of possible access restrictions
- Workplace
- Nursery, school, college, university, etc.
- Doctor, dentist, optician, vet and other healthcare providers
- Utility companies (gas, electricity, water)
- Broadband/internet, TV, phone providers
- TV Licensing
- HMRC (national insurance)
- Electoral register - register to vote
- The council (council tax)
- Bank or building society, share providers, store cards, etc.
- Pension
- Insurance providers (home, car, etc.) - obtain new quote(s)
- DVLA, breakdown cover, etc.
- Post Office - re-direct mail
- Local services and/or subscriptions (milkman, newspaper deliveries, gym, etc.)
- Online shopping sites - delete old address

Before the move

- Declutter 6-10 weeks before
- Consider buying a new bed as part of the move (if current bed is 6-8 years old)
- Dispose/sell any items not being moved
- Create a floor plan of where items go in new property
- Order moving accessories (if packing)
- Request details from seller of essential house information (location of gas/electricity meters, bin collection dates, etc.) and leave details for buyer
- Remove goods from loft*
- Put garage and garden tools/furniture together and run mower dry of fuel - flammable liquids/gas cylinders cannot be transported
- Label boxes as you pack them, listing the contents and final destination (e.g. books/study, glassware/dining room) - don't stick labels directly on to furniture
- Run down freezer (and fridge) contents, defrost and clean
- Dismantle any furniture required* - in general, drawers can be left full (except bed drawers)
- Lift any carpets/organise for carpet fitter*
- Remove curtains/blinds and/or light fittings (if moving)*
- Disconnect appliances being moved
- Arrange child and/or pet care for moving day
- Pack box of essentials for first night in new home (kettle, toiletries, bedding, phone chargers, light bulbs, etc.)

*unless the moving company has agreed to do this

Tips if storing items

- Place some new teabags in fridge to minimise odour
- Ensure appliances are thoroughly drained and cleaned

Moving day

- Ensure parking spaces are reserved (if needed) and neighbours are aware of potential access restrictions
- Make sure mugs, tea, coffee and biscuits are available!
- Strip beds and place into utility bags/black bags
- Carry out any last-minute dismantling
- Take meter readings (ideally photograph) and advise utility companies
- Have a 'safe area' with important documents handy
- Pack jewellery and any loose money in to car
- Gather up spare keys ready for estate agent
- Check the property is completely empty before leaving

After the move

- Unpack essentials for the first night and relax
- Clean property before properly unpacking (if time)
- Gradually introduce pets to new surroundings
- Check all necessary contacts have been notified of new address and all household admin is in order
- Arrange collection of used packing materials (we are happy to do one collection only). Please only place wrapping paper in medium boxes for returning (general refuse is not accepted). For any remaining empty boxes, please slit the tape to collapse (do not rip it off).

Payment Terms: Deposit of 30% to be paid at point of booking (please call office to confirm availability). The balance must be paid 3 working days before the removal starts (packing day(s) count as day 1 if option is taken).

Storage Charges: Storage is billed 4-weekly in advance. Payment terms are 28 days for the crate storage and 14 days for self-storage (deposit also required for self-storage). You only pay for the days in store, with any unused credited back. For redelivery, please give as much notice as possible as it is subject to availability. All outstanding balances must be paid 3 days before delivery.

