

# Moving Checklist

## Your guide to a successful move...

Moving is just a simple matter of pack and go, if you have chosen the correct mover! It does require a great deal of co-ordination, but we are here to help and hope you find these handy hints and checklist useful...

### 4 WEEKS BEFORE

- Complete a change of address form with the Post Office to re-direct your mail.
- Inform magazine, book and music clubs of your new address.
- Notify water, gas and electricity suppliers that you will be moving and let them know whether you will require the supply switching off or whether you will be providing meter readings.
- Arrange for utility connections at your new home.
- Notify schools, churches and clubs of your impending move.

### 3 WEEKS BEFORE

- Make a handy list of contact names and phone numbers you will need when you move into your new home.
- Consider plants and pets on moving day - talk to us, we are happy to advise.
- Dispose of items you don't need in your new home. Again, do talk to us, as we can help with the disposal of unwanted household items.
- Start to run down the contents of your freezer.
- Make a sketch plan of your new home to determine the placement of furnishings.
- Transfer insurance to cover the contents at your new home.

### 2 WEEKS BEFORE

- Dispose of flammables such as petrol, matches, cleaning fluids, bleach and aerosol cans.
- Discontinue regular services such as newspapers, window cleaning etc.
- If applicable, arrange to have the satellite dish moved to the new property.
- Inform friends and family of your new address.

### 1 WEEKS BEFORE

- Arrange to discontinue your telephone service and establish a phone service at your new home.
- Use up your frozen food supply or make arrangements to give it away.
- Drain fuel from lawnmowers and other garden equipment.
- Pack/empty your loft and /or sheds.

### 1 DAY BEFORE

- Defrost and thoroughly clean your fridge/freezer.
- Take down pictures, mirrors, curtains and blinds.
- Disconnect your cooker, washing machine and dishwasher. Talk to us, as we can help with this.
- Arrange minders for children and pets.

### ON MOVING DAY

*Relax and let us do all the work but remember to:*

- Disconnect the light fittings.
- Make sure plants are drained of excess water.
- Make sure you personally take cash and jewellery with you to your new home.
- Take meter readings when you leave your property and also when you arrive at your new home.
- Label keys ready for the new owners and arrange where to collect the keys for your property.
- Pack a separate box containing snacks, kettle, tea, coffee and milk etc. to take in the car.

**YOU MUST NOTIFY DVLA AND UPDATE YOUR DRIVING LICENCE AND V5 LOGBOOK. GO TO [WWW.DVLA.GOV.UK](http://WWW.DVLA.GOV.UK) FOR DETAILS**

## THE FIVE GOLDEN RULES



### 1 Always choose a BAR member

BAR companies have the experience, expertise and facilities to handle your move properly. If you need advice, call us on 01923 699 480.

### 2 Plan your move well in advance

Contact your local moving company up to one month before you hope to move even if you don't know exactly when the big day will be. They will tell you exactly what they offer and the areas you need to think about. This way you can plan your time and concentrate on the essentials.

### 3 Don't do the packing yourself

If you can afford to have it done professionally, do so. Packing is not expensive. BAR companies use a range of appropriate packing materials and employ fully trained staff who will pack your things professionally and safely.

### 4 Insurance

No matter how much care is taken with packing and handling, accidents do sometimes happen. All member companies must have insurance which meets BAR standards and we strongly advise you to discuss this with them.

### 5 Don't move on Friday

If you can, avoid Fridays as this day is always busy. Some moving companies may even offer a discount if you move in the middle of the week.

**For further advice, hints and tips visit [www.movinghouse.org.uk](http://www.movinghouse.org.uk)**