

## Countdown checklist for moving home

Task	Done
<b>As soon as possible</b>	
<b>Removal firm</b> - Contact removal firms and get quotes and ensure they have a free slot to move on the day you want. A full list of approved removals firms is available from the British Association of Removers on 020 8861 3331.	
<b>Schools and school buses</b> - Write to your new local authority for an information pack about schools in the area. Notify the current school's head teacher of your child's leaving date. Once the new school has been sorted out order new school uniform if needed.	
<b>Doctors, dentists and opticians</b> - If you are changing area research new practices to join and let your current GP know you are moving. Liaise with your hospital if you are undergoing regular treatment.	
<b>Stocks and shares</b> - Tell the registrar of any change of address, you will find details of how to do this on your certificates or dividend documentation - or ask your broker to do this.	
<b>Dejunk</b> - Start clearing out cupboards and the loft or basement. Sort out rubbish. Sell unused items for example on eBay, or give them away to a charity shop. Don't wait until after the move - why spend time and money moving things you no longer want.	
<b>A month or more</b>	
<b>Removals</b> - when the removal company representative calls make sure you point out anything that is not to go - otherwise the price you are quoted will be incorrect.	
<b>Packing</b> - If you are planning on doing this yourself, begin at least two weeks before your move. Naturally, start with things that you will not need access to. Label boxes (with labels that can't fall off) with the details of their contents (try to be specific) and the room in which they are to be placed at the new address. Pack heavy objects with the lighter ones: do not overstrain boxes or backs. If you have a loft, basement, garage or shed don't forget them.	
<b>Freezer</b> - try to start using up the food in the freezer unless you are moving a short distance and have made arrangements with the removal firm about moving the frozen food.	
<b>Hotels</b> - If you need hotel accommodation during the removal, book your hotel well in advance, especially if the move occurs during the summer months.	
<b>Pets</b> - Make arrangements to book pets into kennels/cattery etc. or for friends/relatives to look after them during the move. Arrange for the transfer of your pet's records to the new vet,	
<b>Car</b> - get it serviced, especially if you are going on a long journey.	
<b>Carpets/Curtains</b> - If you are ordering these new for your new home, confirm the correct delivery dates and address.	
<b>2-4 weeks ahead</b>	
<b>Bank</b> - Notify your bank of your change of address and consider transferring your account to a branch closer to your new home. Don't forget any items that are retained by the bank for safe keeping.	
<b>Credit/Store cards</b> - Fill in the change of address section of your statement when returning it with your payment and also notify any card protection insurers that you may have.	
<b>Standing Orders and Direct Debits</b> - Give your new address to companies with which you have a hire purchase agreement or a loan.	
<b>Inland Revenue</b> - Notify your local tax office quoting your reference number and your	

National Insurance number (this can be found on your pay slip/P60/coding notification).	
<b>Premium Bonds</b> - Write to the Bonds and Stock Office quoting your bond number(s) and holder numbers (use the form available from the Post Office)	
<b>Council tax</b> - Notify relevant authorities in both your current area and the area to which you are moving.	
<b>National Insurance /DSS Benefits</b> - Write to your local DSS office, giving your full name, date of birth, and full National Insurance number.	
<b>Pension</b> - Advise local Post Office if appropriate and each of the private schemes you are a member of about your change of address. This may involve contacting previous employers	
<b>BUPA/Private medical</b> - Advise change of address and /or research new schemes.	
<b>House insurances</b> - As well as notifying them of a change of address find out whether your current home insurance policy covers your possessions during the move and whether you change of address means a change in premium. Also, make sure you have the right buildings cover on your new home.	
<b>Other Insurances</b> - Notify your broker or individual insurance companies: motor, life, pet and other insurances.	
<b>Driving Licence</b> - Complete section 1 on your licence and return it to DVLC, Swansea, SA99 1BN.	
<b>Breakdown services like AA/RAC/Green Flag</b> - Inform them of your new address and moving date. This is particularly important if home start is included as part of your service.	
<b>Parking</b> - If you will need a parking permit at your new address find out what documents and proof the issuer will require and whether or not you can apply in advance. If not you may need to sort out temporary or visitors' permits for the short term.	
<b>Motor Vehicle Licence</b> -Send the appropriate section of your Vehicle	
<b>Landlord/Tenant</b> - Give appropriate notice to quit or advise tenants of any change of landlord.	
<b>Post Office</b> - The Post Office prefers at least seven days notice for the redirection of your mail. This can only be done over the counter at the Post Office.	
<b>TV Licence</b> - Contact TV Licensing in order to transfer your licence to your new address, by calling 0870 242 3349 or visiting <a href="http://www.tvlicensing.co.uk/moving">www.tvlicensing.co.uk/moving</a> .	
<b>TV Rental</b> - Sets can normally be taken to your new address when renting from a large company and your records will be transferred to their nearest branch.	
<b>Cable/Satellite TV</b> - Does your current supplier offers a service in your new area and if you plan on sticking with them inform them and find out whether you need any new installation at the new site. If going with a new supplier then give notice to your old company and sign up with new supplier and arrange details.	
<b>Telecommuniication/Mobile Phone Providers</b> - Contact providers including Internet account and advise your change of address and the date from which you wish your new number to operate. Give at least two weeks notice.	
<b>Save as You Earn and National Savings Certificates</b> - Write to Savings Certificate and SAYE Office, Milburn Gate House, Durham, DH99 1NS (quote contract number). The Post Office can supply an envelope.	

<b>Subscriptions</b> - Notify all organisations/clubs/charities to which you subscribe of your new address. Don't forget magazines that you get through the post either.	
<b>MPS/TPS</b> - These two services allow you to sign up to stop receiving unwanted marketing post (junk mail) and phone calls. If you are registered with either or both of them make sure that you update them with details of your new address and phone number. You can do this online.	
<b>One to two weeks ahead</b>	
<b>Change of address</b> - Begin to notify people of your change of address. There is no need to buy expensive moving home cards.	
<b>Mail order firms</b> Notify any mail order companies of your new address. Update your address with any online shopping companies you use on a regular basis, particularly if you are ordering things that you wish to be delivered to your new premises	
<b>DVDs by post</b> If you are signed up to DVD by post rental scheme make sure you tell them far enough in advance that no DVDs go astray in the moving period.	
<b>Electricity and gas</b> - Contact your existing company and advise your new one of when you are to move into your new home. Give at least a 48 hours notice for your meters to be read. Electricity supply is now competitive. Find out whether you could get a cheaper supplier in your new premises.	
<b>Loyalty cards</b> - It is easy to forget to tell the issuers of loyalty cards like Boots, Tesco's or Sainsbury's loyalty of your change of address - many allow you to do it online.	
<b>One week</b>	
<b>Employers, past and current</b> - Don't lose track of outstanding employee benefits such as pension schemes, and don't forget to notify your current employer of your move now.	
<b>Football pools</b> - Notify on the coupon or inform your collector.	
<b>Library</b> - Make sure that you take all the books back that you have on loan.	
<b>DVDs/videos</b> - make sure you return any outstanding rentals	
<b>Items on Loan</b> - Return borrowed items to your friends and neighbours and get back anything you have loaned that you want returned.	
<b>Window cleaner/Milkman/Newspapers/Veg boxes</b> - Settle and cancel outstanding local supplier accounts.	
<b>Dry Cleaning</b> - Collect all remaining items.	
<b>Locksmith</b> - It is sensible to change the locks on your new property as you have no idea who has a copy of the existing keys so organise a locksmith to change locks on the day you move or shortly after	
<b>Prescriptions</b> Check you have adequate prescription medicines to cover the moving period	
<b>Children</b> - If possible arrange childcare on removal day.	
<b>Three days before you move</b>	
<b>Survival kit</b> - Pack a bag with a change of clothes, night clothes and essential toiletries. Include a survival kit for the other end: light bulbs, toilet rolls, torch, scissors, candles, screwdriver, pliers, allen key, matches, paper towels, utility knife, PVC tape or sellotape, cash and a note of important telephone numbers such as estate agents and solicitors. Put this box in the boot of your car. It might also be sensible to have bin bags, shelf liners, some cleaning	

equipment handy in case the property you are moving into is not spic and span. Plus you might be tempted to include a bottle of champagne to celebrate your move.	
<b>Laundry</b> - Do last-minute laundry. If you plan to store for an extended period, keep back clothes for the opposite season.	
<b>Keys</b> - Ensure that the keys for your new home are going to be available.	
<b>Two days before</b>	
<b>Fridge</b> - Empty, defrost and dry out your fridge /freezer if you are planning to store for any period of time. Food stuffs cannot be moved into storage. If the removal men have quoted to move your freezer with contents (over a short distance), place the contents in polythene bags so that they can be lifted out quickly to facilitate the movement of the freezer.	
<b>Larder</b> - Make sure any packets, bottles or jars are sealed with tape to prevent spillage.	
<b>Valuables</b> Pack valuables and documents and put in a safe place. Make sure you keep important documents like passports, driving licences, jewellery and money with you during the move.	
<b>The garden</b> Clean outdoor equipment and toys, drain any fuel from your lawn-mower and other machinery and ensure that water is drained from hoses	
<b>One day to go</b>	
<b>Food and drink</b> - Arrange for refreshments for moving day, bearing in mind that your cooker may be disconnected. Moving is hungry work, so pack teabags and coffee, UHT milk, juice cartons, biscuits, fruit, cheese, and something easy and filling to eat. Also include plates, cups, serviettes, cutlery and sharp knife. Don't forget the kettle, a saucepan and a frying pan.	
<b>Dinner</b> - Plan the evening meal for move day. It may be easier to eat out, have fish and chips or have pizza, curry or Chinese delivered.	
<b>Plants</b> - Prepare plants for travel.	
<b>Mobile phones</b> - Make sure you fully charge your mobile phones.	
<b>Directions</b> Make sure you have detailed directions of how to get to the new property for both you and the removal men.	
<b>Moving Day</b>	
<b>Children</b> - Settle the children with their carer. If they are staying with you, organise a room with their toys and a few treats. Older children may want specific tasks, like packing their own personal box.	
<b>Removal men</b> - The team leader should introduce himself and his crew to you. Show them around the house and point out anything that is staying. Keep the kettle boiling and the biscuits flowing so that everyone is kept happy. Make sure you give them your mobile phone number or any emergency contact details.	
<b>Beds and bedding</b> Strip the beds. Keep the linen in a box that travels with you so you can pull it out for the first night. Also a good idea to keep some towels in there too so that you can have a bath or shower at the end of the day without having to hunt for towels if you haven't been able to unpack everything.	
<b>Meters</b> Make sure you take your own readings of the gas, electricity and water meters (if applicable) meters at both your old and your new home.	
<b>Double check</b> - Once the van is loaded, walk around the house with the team leader to ensure all items to be moved have been placed in the vehicle. You may be asked to sign a packing inventory/list: check carefully to ensure that you are happy with the content. You will	

be asked to check and sign it again at delivery.	
<b>Security</b> - Before leaving ckeck that all windows are secure and water, gas and electricity supplies are switched off. Keys, together with any documents relating to the property or equipment remaining at the house, should be left at a nominated point	
<b>Unpacking</b> - At your new home everything is unloaded and placed in the appropriate rooms and if quoted for, unpacked and unwrapped by the moving team. Check carefully for any damage.	
<b>Beds</b> - Make up the beds as soon as you can so that when you are exhausted you can fall into them	
<b>Valuables</b> - Remember to put your valuables and important documents somewhere safe.	