

# House moving checklist

## 2 MONTHS BEFORE YOU MOVE



- Download 'The checklist for renting in England' for additional advice and helpful processes: <http://bit.ly/2DjXX2r>.
- Take some time to research your new area for information about facilities and amenities.
- Get in touch with your landlord and arrange viewing of your new home, bring along a measuring tape and don't forget to take photos!
- Use a journal or download an app to keep notes and information handy.
- To confirm your interest in the property, pay the holding deposit and send over all reference details. Prepare a folder containing essential documents: ID (driver's licence, passport), right to live and work, credit check, employment verification and references from previous landlords.
- Check if your insurance policy will cover your move and includes all valuables.
- If you are currently renting, give notice and confirm moving date with your current landlord.
- Carefully read and sign the new tenancy agreement.
- Pay any remaining fees, first month's rent and deposit.
- Transfer children's school records and order new uniforms (if required).

## 6 WEEKS BEFORE YOU MOVE



- Get quotes for removals companies. Check if they provide insurance cover (especially for any valuable or fragile items).
- Take a full inventory of your belongings.
- Identify unwanted items and plan a trip to your local charity shop or the tip. Some might be worth selling. (Some removal companies charge for volume so the less you have, the less you pay.) Start packing things you are unlikely to use for the next few weeks (such as Christmas decorations).
- Map out where to put furniture in your new home. Your landlord can provide you with a floor plan of the property to help with this.
- Check the parking restrictions for removal vehicles at your current house as well as your new home. (The removal firm might need to apply for permits.)
- Collect any packaging material. (Ask your removal company, they may be able to supply some.)

## 4 WEEKS BEFORE YOU MOVE



- Confirm the moving date with your removal company (some companies charge extra for moves on bank holidays, weekends and during the summer).
- Start a timeline for your moving day, including the route to the new property, timings for when the removal company is arriving, coordinate additional helpers, collecting keys etc.
- Continue packing non-essentials – don't forget to clear out your loft, shed and any outside spaces.



## 2 WEEKS BEFORE YOU MOVE



- Finalise everything with the removal company: confirm times, contact numbers, parking and directions.
- Ensure you pack boxes by room: colour-coding is useful and will save time and confusion on the day.
- Arrange child and pet care for your moving day (if required).
- Cancel local services you receive and settle outstanding bills such as newspapers, gardeners, cleaners, window cleaner, deliveries etc.
- Run down freezer foods and perishables.

## 1 WEEK BEFORE YOU MOVE



- Put important items and documents into a sturdy box for safe keeping e.g. passports, driving licenses, rental agreements, wills, insurance papers, jewellery etc.
- Prepare a bag or box for moving day containing everything you'll need on the day, including toiletries, snacks, water and cleaning supplies.
- Finish as much of your packing as possible so you have everything ready to go. Don't forget to check the garden and any other outside spaces.
- Gather together all keys for your current property. Don't forget to get spare keys back from friends or family and find keys to windows, sheds and any other locks.
- Give the post office your new address and arrange mail redirection service: <http://bit.ly/1i8aOGT> Return any borrowed items and declutter as you go.
- Give away plants and flowers you don't wish to take with you – it is not easy for removal companies to move big potted plants.
- Wash and dry bedding, towels and clothing for the first few days in your new home – box up and label so they are ready to be unpacked.
- Confirm or book a time to collect the keys to your new home from your landlord.

## 1 DAY BEFORE YOU MOVE



- Walk around your house for a thorough check – take your time to ensure you leave nothing behind.
- Pack an overnight bag so you have your toothbrush, pyjamas and a change of clothes handy.
- Ensure your mobile phone and other devices are fully charged.
- Send out reminders to helpers: with a messaging group it's easy to keep everyone in the loop.
- Record utility meter readings – water, electricity and gas – easily done by taking a photo with your mobile phone.
- Defrost the fridge and freezer – ensure they are completely dry before moving and pack any left-over food in a cool bag/box.



## ON THE DAY YOU MOVE



- Strip your beds, pack bedding, curtains and any other remaining items.
- Check all windows/doors are secure and utilities are switched off.
- Do one last walk around your empty house and make sure you leave it in clean condition. Take any fragile boxes and valuable items with you in the car.
- Leave all sets of keys, as arranged, for the new occupants.

## ONCE YOU ARE IN YOUR NEW HOME



- Confirm what is to be moved where and give any special instructions to your removal company. Colour code rooms on the floor plan to correspond with boxes to make it easier for everyone.
- Account for each item on your inventory – check for any damaged and missing items, and only sign off once you are happy.
- Locate the folder with any manuals for the house, gas and energy safety certificates and inventory, as left by your landlord.
- Place important documents in a safe place where they won't get lost or damaged.
- Take meter readings to ensure accurate bills.
- Do a quick tidy, then make the beds so you can fall straight into them later.
- Plug in your telephone, other devices and larger appliances such as fridges and freezers.
- Try out hot water and heating – make sure it all works, so you can have a hot shower and warm house that evening. (All information should be found in the manuals left by your new landlord.)
- Make a note of emergency contact numbers e.g. out of hours doctors, taxi numbers, vets, local hospital etc.
- Relax! Everyone knows that Rome wasn't built in a day... and your new home won't get sorted in one day either. Order a takeaway and leave the unpacking for tomorrow!
- Start your unpacking the next day, starting with the most vital items – think about what you'll need over the next few days.
- Update your address with your bank, employer, mobile phone provider, HMRC, TV licensing, DVLA, local council, doctor, dentist. Don't forget to update your delivery address on your favourite online shopping websites, PayPal etc.
- Set up new accounts with gas, water, electricity and internet providers. Use your first meter readings to benchmark usage.
- Get to know your neighbours and make sure you connect on social media with local clubs, centres and your landlord or estate agent for community news.

