



Checklist

Moving home

Time to get organised

Two months to six weeks before you move

Set up a folder to keep all the important documents for your move in one place, including contact details (names and phone numbers), to-do lists and this checklist.

Find a removal company. Contact a few companies, look at their references or ratings and compare costs. Check whether they are a member of a professional body such as the National Guild of Removers and Storers (ngrs.co.uk) or the Scottish Guild of Removers (scottishguildofremovers.co.uk). Get at least three quotes in writing with a full breakdown of costs.

Check your contents insurance to make sure your belongings are covered when you move in. Find out whether your home insurance or the removal company's insurance covers the move itself.

Get a floor plan for your new home (you could ask the estate agent or sales office for one) and start planning what you're going to take and where you're going to put it.

Start decluttering. If you're moving to a smaller property, you won't be able to take everything with you. Storage is an expensive option and there's no point paying to store stuff you no longer want.

Get rid of unwanted items. You could sell anything that's valuable and donate other items to charity.

Organise packing materials: boxes, tape, bubble wrap and so on. Your removal company may supply these at an additional cost.

If you're renting, check your tenancy agreement and give written notice to your landlord at the appropriate time.

Start packing and tell people you're moving

One month before you move

Organise parking for your removal company at both addresses. It's your responsibility to get any permits you need from the local council. You should also tell the neighbours.

Transfer your services, such as phone, broadband and utilities. You could think about switching supplier when you move to get a better deal.

Start clearing lofts, garages and sheds. These can become dumping grounds and may be difficult to sort out and clear. Don't leave it until the last minute.

Start packing non-essential items. Think ahead to the unpacking stage and pack for where you're going, not where you are.

Check you have any important documents you need for your move, such as your tenancy agreement and ID – for example, your passport or driving licence.

One or two weeks before you move

Make a list of all the people and organisations that need to know you're moving and tell them – these could include pension companies, your GP, bank, the local council, electoral register, the DVLA, TV licensing, subscriptions, membership organisations, and newspaper and milk deliveries.

Set up a redirection for your mail. Royal Mail needs at least five working days' notice but this can be organised up to three months before your moving date.

Organise the disconnection of any appliances you're taking with you, such as the washing machine or gas cooker.

Arrange for someone to look after your pets while you move.

Confirm arrangements with your removal company.



The week of the move

Use up perishable food. Make sure any containers of food you're taking with you are securely sealed before you pack them away.

Dismantle your flat-pack furniture if necessary. Put screws, bolts and so on in self-seal bags and tape them to the relevant piece of furniture or store them somewhere safe.

Three days before you move

Pack a 'survival kit' of essential things you might need as soon as you get to your new home, such as mugs, tea, snacks, light bulbs, a torch, cutlery, crockery, toilet paper, toiletries and medication. You may want the kettle to be the last item in and first out of your boxes.

Defrost the fridge and/or freezer.

Do any last minute laundry.

The day before you move

Finish packing and check the labels on boxes. Mark the sides and the top, say which room they are going in and list the main contents. Use arrows to show which way up the boxes should go.

Clean.

Take down curtains.

Pack valuables and essential documents and make sure they are somewhere safe and travelling with you – not with the removal company.



On the day

Take meter readings (you could also take photos on your mobile phone) and turn off the gas and electricity.

Direct the removal company. The items you'll need first at the other end should go in the van last. Make sure they are aware of anything fragile.

Do a last check with your removal company to make sure you haven't forgotten anything.

Leave keys for the new owners or hand them over to the appropriate person.

In your new home

Make sure you know where to find the valve for turning off the water, the thermostat and the meters. Take meter readings.

It's your responsibility to make sure that everything has been unloaded from the van. Check your furniture and possessions for any damage from the move.

Check that the lights, boiler, gas and electricity are all working before it gets dark.

Ask the removal company to position heavy items of furniture for you.

Make the bed and hang curtains.

Don't try to do too much – unpacking can wait!