

## A Guide to Planning Your Move

### Moving checklist

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Keep track of what you have to do by ticking the boxes as you complete each task:

- Arrange visit of an approved removal company and discuss all aspects of your move
- Receive and consider written quotations
- Select removal company by returning signed acceptance
- Confirm dates with your removal company
- Sign and return contract and pay the charges
- Advise the removal company about parking restrictions at both addresses
- Arrange a contact number and give this to your removal company in advance of your move
- Dispose of anything you don't want
- Run down freezer contents
- Contact carpet fitters if needed
- Book mains services for disconnections
- Cancel all rental agreements
- Notify your doctor, dentist, optician and vet
- Notify your banks, credit card and insurance companies
- Notify your telephone company and ISP
- Arrange to re-route mail
- Notify TV licence, passport, car licence and registration offices (\*)
- Notify all your creditors
- Provide your removal company with maps of your current and new addresses
- Give your removal company a spare key to your new residence

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- Clear the loft
- Plan where things will go in your new home
- Cancel milk and newspapers
- Find and label keys for your purchaser
- Arrange minders to look after pets and very young children on the moving day
- Send change of address cards to friends and relatives
- Separate valuable items and important documents ready for you to hand-carry on moving day
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- Sort out any items which are not to be moved
- Put garage/garden tools together
- Take down any light fittings
- Take down curtains and take up carpets (unless your removal company has been asked to do this)
- Collect children's toys etc for the journey
- Put together a basic catering pack for the family at the new home - including the kettle!

**Make sure that you don't forget anything important on your moving day!**

(\*) 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.