Moving home checklist

1. Getting organised

Two months to six weeks before you move

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

☐ Find a removal company. Contact a number of companies, check 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). Get at least three quotes in writing with a full breakdown of costs, including any extras.

☐ 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 move 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, etc. Your removal company may supply these.

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

Notes: __________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
2. 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 till 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.

**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 – this could include pension companies, your GP, bank, the local council, electoral register, the DVLA, TV licensing, subscriptions, membership organisations, newspaper and milk deliveries, etc.
- Set up the redirection of your mail. Royal Mail need 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, gas cooker, etc.
- Arrange for someone to look after your pets while you move.
- Confirm arrangements with your removal company.

**Notes:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
3. The week of the move

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

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

Three days before

☐ 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, torch, cutlery, crockery, toilet paper, toiletries, medication. You may want the kettle to be the last item in and first out.

☐ Defrost the fridge and/or freezer.

☐ Do any last minute laundry.

The day before

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

☐ Clean.

☐ Take down curtains.

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

Notes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
4. 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 on 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 stopcock 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 beds and hang curtains.

☐ Don’t try to do too much - unpacking can wait.

Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________