

Things to do & arrange



BENEFITS

- Advise DSS
- Advise Child Benefit
- Advise Pensions

BURGALAR ALARM

- Leave operating instructions for new owners.
- Ensure current owners of your new home leave instructions for you.

CARS

- Advise DVLA
- Advise Motoring Organisation
- Make sure your car is in good running order for the journey to new home

CHILDREN

- Arrange wherever possible for young children to be looked after on removal day

CLEANING

- Arrange to collect all Dry Cleaning
- Arrange to clean carpets in new home

CLUBS

- Advise Book Clubs
- Advise Music Clubs
- Advise Football Club for Season Ticket

CUPBOARDS & DRAWERS

- Check cupboards are empty
- Check Drawers are empty

DOCUMENTS

- Assemble all documents that you will need during and shortly after the move

DISCONNECTION/INSTALLATION OF APPLIANCES

- Arrange Gas
- Arrange Electric

DISPOSAL OF UNWANTED ITEMS

- Advertise in plenty of time
- Arrange for house clearance
- Take items to Charity Shop
- Take remaining items to Council Tip

FINANCIAL

- Inform Bank
- Inform Credit Card Company
- Inform Store Charge Cards
- Inform HP Companies
- Inform Premium Bonds
- Inform Companies where you own shares

FORWARDING ADDRESS

- Leave a forwarding address for the new owners
- Ensure current owners of your new home leave forwarding address for you

FRIENDS & FAMILY

- Make a list of who you want to advise

HEATING SYSTEM

- Leave operating systems for new owners
- Ensure current owners of your new home leave instructions for you

HOME DELIVERIES

- Advise Milkman
- Advise Newsagent
- Advise Catalogue / Mail Order Companies

INSURANCES

- Inform existing insurers
- Arrange new Insurances where applicable

KEYS

- Leave all keys for new owners
- Ensure current owners of your new home leave all keys for you

MEDICAL

- Inform existing Doctor
- Inform existing Dentist
- Arrange a new Doctor
- Arrange a new Dentist
- Do not pack important medications
- Place First Aid Kit in car

Things to do & arrange



NEW PURCHASES

- Work out budget for items for your new home and place orders
- Keep a note of promised delivery dates and chase suppliers

PETS

- Purchase Pet Carriers
- Advise Vet

PERISHABLES

- Start running down food in freezer if journey is a long one.
- If goods are going into store, defrost and dry out freezer and fridge
- Arrange wherever possible for pets to be looked after on removal day

POST & COMMUNICATIONS

- Inform Royal Mail and set up redirect
- Arrange to cut off telephone
- Arrange to re-connect telephone
- Arrange call re-direct
- Inform mobile phone supplier

PROFESSIONAL ADVISORS

- Inform Solicitor
- Inform Accountant
- Inform Financial Advisor

RECORDED DELIVERY MAIL

- All important notifications should be sent by Recorded Delivery Mail

RELIGIOUS

- Advise your Religious Centre

REMOVALS

- Confirm date with the removal company
- Clearly label items not to be taken
- Work-out packing schedule if applicable
- Purchase packing materials if applicable

RENTALS

- Advise Television Company
- Advise other Electrical Appliance Companies
- Return Library Books
- Return Videos

SCHOOLS

- Inform existing schools
- Arrange new schools

SERVICE CONTRACTS

- Advise all Service Contractors
- Advise all Guarantee Providers
- Ask current owners of your new home to send you copies of service contracts and/or guarantees for items they are leaving

TAX

- Advise Tax Authorities
- Advise Council

TELEVISION

- Advise Licence Authority
- Advise Cable / Satellite supplier

TRADESMEN/HANDYMEN

- Leave list for the new owners
- Ensure current owners leave you list

TRANSPORT IN YOUR OWN VEHICLE

- See removals day survival kit
- Valuables, look at your insurance cover

TRAVEL

- Advise Railway for Season Ticket

UTILITIES

- Arrange Gas to be cut off and / or meter read
- Arrange Gas connection at new address
- Arrange Electric to be cut off and / or meter read
- Arrange Electric connection at new address
- Advise Water supplier
- Ensure Gas, Water and Electric are connected at your new home

WASHING & DRYING

- Ensure all your washing is dry on move day

Removals day survival kit



Put these items in a separate place so they don't go on the van

- Address Book
- Baby Food
- Basic Tools
- Bedroom Window Coverings
- Candles
- Change of Clothes
- Coffee
- Condiments
- Cooking Pot
- Cutlery
- Electrical Tape
- Essential medication
- First Aid Kit
- Fuses
- Frying Pan
- Kettle
- Light Bulbs
- Map
- Matches
- Milk
- Nails and Screws
- Nappies
- Notepad and Pen
- Needle and Thread
- Paperclips
- Paper cups and Plates
- Pet food
- Plug
- Scissors
- Spatula
- Sugar
- Tea
- Tinned Food
- Tin Opener
- Toilet Roll
- Toiletries
- Towels
- Thermos
- Torch
- Travelsickness Tablets