

# Moving Planner



For those of you who don't move house everyday we have put together a list of things to check off as you approach the day of your move.

Feel free to scribble all over this... Vigorously if required!

## 1 Month To Go

- Notify landlord (if applicable).
- Contact Telephone to organise reconnection/installation of a line.
- Inform Gas and Electrical companies that you will be the new owner of the property.
- Start collecting Packing Materials.
- Book time off work.
- Have a clear out!

## 2 Weeks and Counting...

- Book Removal Company or van.
- Arrange transit insurance (if necessary) for the move.
- Tell Post Office to redirect mail on date of move.
- Organise for someone to look after any kids and pets.
- Notify Local Authority of move and new address.
- Make plan of new home and decide which rooms will be used for what.
- Start Packing (it's never too early).

## 1 Week Left

- Arrange for any final bills to be paid.
- Have meters read and pay any outstanding amount.
- Cancel any services, e.g. window cleaner, milkman, newspaper delivery.
- Confirm arrangements with utility companies.
- Arrange the exchange of keys. Collect yours as soon as possible.
- Find some old blankets to put down in new house to protect carpets.
- Make map of new property for the removal company.
- Start cleaning the house.

## The Day Before

- Label Boxes and finalise packing.
- Pack a container for emergency supplies.
- Defrost Fridge/Freezer.
- Finish cleaning the house.

## The Day of the Move

- Disconnect any remaining appliances.
- Have one last final check.
- Close and lock doors and windows.