

Moving checklist

ONE MONTH BEFORE THE MOVE

- De-clutter** – Now's the chance to clear out any items you no longer require.
- Book your removal company** – Make sure that they have availability for your move dates.
- Handyman / Electrician / Plumber** – Check with your removal company to see if they can provide you with these services should you require them.
- Fixtures / Fittings** – Agree with your buyers what items will remain in the property.

TWO WEEKS BEFORE THE MOVE

- Direct debits and standing order payees** – For bills, rentals, services etc.
- Post Office** – Redirect your mail.
- Credit Cards** – Complete the change of address section on your statements.
- Premium Bonds** – Complete the change of address form obtained from the Post Office.
- Investments/ISAs/Stocks & Shares** – Notify broker and/or individual companies.
- Inland Revenue** – Inform your local Tax Office.
- Pension** – Inform your Post Office or your private pension provider.
- Insurance** – Inform your medical/life insurance providers.
- Driving licence** – Complete section 1 on your licence and return to the DVLA.
- Motor vehicle registration** – Complete and send the change of address section to the Vehicle Licensing Centre.
- TV licence** – Visit www.tvlicensing.co.uk/moving.
- Subscriptions/Memberships** – Inform all concerned parties.
- Landlord/Tenant** – Give appropriate notice.

THE WEEK OF THE MOVE

- Moving pack** – Prepare your moving pack and ensure you have all items you will need. This might include tea, coffee, loo roll, light bulbs, mobile phone charger, medicines and children's special toys etc.
- Pets** – Book pets into cattery or kennels during the move.
- Dry cleaning** – Collect any remaining items.
- Fridge/Freezer** – Run down, empty and defrost.
- Washing machine/Dishwasher** – Make sure these are empty and fully drained and you are aware of the location of the stopcock.
- Create a furniture floor plan** – Demonstrate this to your removal team for your new home.
- Loft/Attic** – Remove items from the loft or attic.
- Fixtures / Fittings** – Remove and prepare for transit.
- Self-assembly furniture** – Dismantle unless previously agreed with your removers.
- Garage/Shed** – Dispose of unwanted items.
- Plant pots** – Empty soil and prepare for transit.
- Light fittings and chandeliers** – Disconnect and arrange/prepare for transit.
- Dangerous items** – Please arrange separate transport for shotguns/rifles, gas canisters and/or flammable liquids.

NOTIFY & REGISTER

- Doctor
- Dentist
- Optician
- Schools
- Bank
- Local council
- Buildings & contents insurers
- Vet
- Library
- Parking permits
- Alarm contractors
- Window cleaner/Gardener

UTILITIES

- Gas
- Electricity
- Water
- Telecommunications
- Landline/Mobile
- Internet providers
- Cable/Satellite TV
- Local Authority

We are able to help you
with every aspect of your move.

Call us on **020 7733 5577**

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THE MOVE

- Valuable items** – Lock your valuables somewhere safe and transport them personally to your new home. Please note that jewellery is not covered under any removal insurance policy.
- Labelling items** – Label items to be packed and moved to a different room at the new address.
- Overnight bags** – Pack overnight bags for all the family including clothes and toiletries and leave on your beds. Our removal team will leave them there on the pack day.
- Important documents** – If possessions are being stored, remember to retain important documents such as passports and driving licence etc.
- Removal van departure** – Before the removal van departs, check that nothing has been forgotten. Responsibility is yours to see that nothing is moved in error or left behind.
- Keys and documents** – Leave all keys and relevant documents for the new owners.
- Navigation** – Ensure that our team has directions to your new property and a contact number for you. Agree on a time of arrival.
- Arrival** – Arrive at your new property with your keys before the removal van.

Carry the following items with you:

- Passports
- Air, bus, train tickets
- Driving licence
- Insurance policies
- Marriage & birth certificates
- Medical prescriptions/Reports/Vaccination certificates
- Optician's prescription
- Copies of property documentation
- Duplicated keys for car
- Children's special toys
- Mobile phone & chargers