

Things to do & Arrange



BENEFITS

- Advise DSS.
- Advise Child Benefit.
- Advise Pensions.

BURGLAR 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. *Take all meter readings when you vacate the old property and take new readings at the new property*
- 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 instructions 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

Cont.



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.

We are not allowed to transport pets or livestock. Therefore, you will need to make alternative arrangements for transportation.

Smaller animals like cats and rabbits find removals very stressful. You might want to consult with your vet to consider tranquilising your animals.

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.

Remember, that foodstuffs left in the freezer may defrost and could potentially be lethal if you re-freeze them. Our message is if you haven't used by removal day, dispose of it

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.

TRADESMAN / HANDYMEN

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

TRANSPORT IN YOUR OWN VEHICLE

- See removals day survival kit on back cover.
- 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.