

MOVING CHECKLIST

TWO TO FOUR WEEKS BEFORE THE MOVE

Packing

- If you are planning on packing your items yourself, we advise you to start two weeks before you plan to move. In that way you can easily reduce the pressure that you are under.
- Use this opportunity to de-clutter and disregard those items you will not use anymore. Hackworthys work with local charities and will be able to distribute good quality items on your behalf.
- Label up your cardboard boxes with their contents information as you go, and mark them with the location or room that they will be required to be moved to. Heavy items should also be packed with lighter ones. For more information on packing, see our Guide to Packing.

Finances

- You will need to notify your bank of your change of address, and should also consider changing your bank to one closer to your new location.
- Give your new address to any company that you have agreed a loan or hire purchase agreement to.
- For the Inland Revenue you will be required to notify your local tax office. You will need your reference number, this can be found on your p60, payslip or coding notification.
- Don't forget your Premium Bonds! You should write to the Bonds and Stock Office. Have your bond number handy as they will ask for this, there are forms available from the Post Office.
- National Insurance /DSS Benefits: A letter should be written to your local DSS office, here you will be required to supply them with your date of birth, full name and National Insurance Number in full.
- Pension - Advise your private scheme or Local Post Office of your change of address.
- Council Tax - You will need to notify the local authorities in both your current area and the area to which you are moving.

- Insurances - Regarding insurance you will need to contact your broker or individual insurance companies, this includes insurances such as motor, life, contents and other insurances.
- Stocks and Shares - If you have any stocks or shares you will need to notify each individual Company Registrar or stock broker.

Other Paperwork

- Driving Licence - You will need to complete section one on your licence and return it to the DVLC.
- Doctor /Dentist /Optician - Make sure that you de-register if moving away and find an alternative surgery nearer to your new address.
- Post Office - To have your mail redirected you will need to give the Post Office seven days notice.
- TV Licence - You will need to fill in the change of address form.
- Subscriptions - If you have any existing subscriptions you will need to inform them of your move.
- Hotels - If you require a stay in a hotel during your move, we advise that you book your hotel well in advance, especially over the busy summer months.
- Carpets/Curtains - If you plan on ordering either of these make sure they know your new location and correct delivery dates
- Telecommunication Providers. Get into contact with your provider and give two weeks' notice so that your new number can be activated for your new property.
- Vehicle Licence. Send the appropriate section of your Vehicle Registration Document to the Vehicle Licensing Centre, Swansea, SA99 1AB.
- Pets - If you have any pets you may need to book your pet or pets into kennels/cattery etc. You will also need to arrange for the transfer of your pet's veterinary records.

ONE WEEK BEFORE YOU MOVE

Suppliers

- Gas & Electricity. You will need to get into contact with your gas and electricity companies and inform them of the move, you will then need to speak to your new suppliers.
- Water. For disconnection and reconnection of water you are required to give at least 48hrs notice
- Organise to have gas, electricity and water meters read on the morning of your move.

- Library. If you have borrowed any books, make sure you take these back before you move.
- Milk/Papers. You will need to settle any outstanding balances and cancel the service
- Dry Cleaning. If any items are being dry-cleaned, remember to collect them.

General

- Arrange to have children and pets looked after by relatives or friends or neighbours. You will have enough to do without worrying about what they're up to.
- Put safety first and arrange for professional disconnection of the white appliances you plan to take with you.
- Make sure you make your way through anything left in your freezer that may not survive the journey. You could have a leaving party to use up the last food.

THREE DAYS BEFORE YOU MOVE

- A good idea would be to pack a bag around this time. You should make sure that you include clean clothes and all the toiletries you will need.
- You should make sure you pack emergency supplies for the other end, just in case of an emergency. Good items to include would be toilet rolls, screwdriver, pliers, matches, cash, paper towels and light bulbs. It is a good idea to put these into the boot of your car.
- Do last minute laundry.
- If furniture needs dismantling ensure you have any specialist tools that maybe required handy.
- If you plan on putting your things into storage for a long time make sure you keep clothes back for the opposite season!
- Keys. You will need to ensure that your new keys are available on your arrival.

TWO DAYS BEFORE YOU MOVE

- If your belongings are being put into storage or you are moving a long way defrost, empty out and dry out your fridge /freezer.
- If you have any packets, bottles or jars make sure they are sealed with tape to prevent anything from spilling
- Pack valuables and documents and put in a safe place.

It is a good idea to resolve all parking issues. Ask your neighbours to help you keep a space (about the same size as a Double Decker bus) for the removal lorry outside your home.

THE DAY BEFORE YOU MOVE

- Organise some refreshments for the next day, bearing in mind that your cooker may be disconnected.
- Pack filling, energy packed items of food as moving is hard work; it is always a good idea to take items such as tea, coffee, juices, fruit and biscuits.
- You will also need to sort out plates, cutlery, a kettle, saucepan and frying pan. It is always a good idea to plan your evening meal or eat out on your moving day.
- Prepare plants for travel.

MOVING DAY

- If you have children it would be a good idea to make them feel settled with their carer. If your children are staying at your new location with you many parents like to organise a room with toys and treats. Some older children like to be included and may well want their own special tasks, like packing a personal box.
- A member of Hackworthy's staff will introduce himself and his crew to you. Show them around the house and make sure that they know exactly what you want and if anything have changed.
- Strip the beds. Keep the linen in a box that travels with you so you can pull it out for the first night.
- Once the van is loaded, walk around the house to ensure all items to be moved have been placed in the vehicle.
- Ensure that the supervisor is given your contact telephone number, this is especially important if you're travelling long distances.
- If no-one is moving into your old property immediately, remember to turn off the power at the mains and drain or turn off the water supply. Make sure the house secure, and then hand the keys over to the agent.
- If you have asked for an unpacking service at your new home our moving team will unpack and unwrap everything and make sure everything is located in its rightful place.