

# Moving Planner Guide

The key to a smooth and less stressful move is to start planning early and know what to do first. Use our moving planner guide below to help ensure a perfectly organized moving experience!

## One month before Moving -Day:

- Order boxes and packing materials, all delivered to your home
- Compare quotes from several removals companies and book.
- Tell your bank and credit card providers, building society, insurance companies and all other relevant companies about your new address, giving them plenty of time to update their records.

## Two weeks before Moving-Day:

- Start eating the food from your freezer first.
- Send change of address cards or emails to friends and family.
- If you think you will need to book storage space, organize that now.
- If you are going to have your house professionally cleaned, arrange it now.
- De-register from your doctor, dentist, optician etc if you are moving out of their area.

## One week before Moving-Day:

- Introduce yourself to your new neighbors and give them your moving-in date.
- Organize your utilities to be switched off at your current house when you move out, and connected on your moving day at the new house. Don't forget your phone and internet service.
- Set up a mail forwarding service through the Post Office.
- Make a list of all important phone numbers like real estate agents, settlement, moving company, insurance, utilities companies.
- Arrange babysitting for any young children, and pet-sitting if necessary. If any kids may need a day off school, write a letter now.
- Find out your sellers solicitors new contact details, in case of difficulties at the house.
- Ask your real estate agent if the seller can supply a list of recommended local services like plumber, electrician, for when you move in.
- Visit your doctor and arrange supplies of any medicines you regularly take, to keep you going until you can find a new doctor.

## Two days before Moving-Day:

- Start running down your freezer and throw the unnecessary food.
- Take down curtains and blinds; if you will be putting the curtains up at the new house, drop them in to a dry cleaner's near the new property.

- Re-confirm arrangements with your moving company.
- Find out the locations of stopcocks and fuse-boxes at your new house.
- Call the seller to find out recycling days in your new neighborhood.
- Send an email out saying you'll be offline for a few days and pack up all computers; also pack up stereos and big electrical equipment.
- Pack up valuable, delicate or small items like jewelry and ornaments.

### **The day before Moving-Day:**

- Collect any medicines, inhalers etc that you will need over the next few days, along with contact lens solutions, glasses, razor, toothbrush and add to your personal luggage.
- Collect together your keys, mortgage deeds, purchase contract, insurance documents, important phone numbers, moving company's paperwork, utilities paperwork, a calculator, an alarm clock, your check book and credit cards, and add to your personal luggage.
- Pack a box containing the coffee maker, mugs, teaspoons, sugar, teabags, coffee, snacks, takeaway menus, scissors, a torch, can opener, a radio, soap, toilet paper and towels and mark it clearly.
- Pack a box of basic cleaning and repairing products for the new house, including a trash bags.
- Box up things like books and out-of-season clothes.
- Get cash out for last-minute emergencies, basic supplies and tips.
- Recharge your mobile phone.

### **On the Moving Day:**

- Each person should keep their personal luggage on them. Pile them by the door until you're ready to go - don't leave with boxes where movers may put them in the truck.
- The box containing the coffee maker, mugs etc should travel with someone in the truck who should then ensure its put in the new kitchen area.
- Leave a note with your contact details for the new occupants if necessary.