

# 'Countdown to your Move' Brochure



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## Checklist: during & after the move

- Moving day**
- Refreshments** Moving day can be physically demanding, so make sure you have refreshments available for everyone involved with the move.
- Bedding** Remove all bedding and ensure that when packed, it is clearly labelled for immediate unpacking for the first night of your new home.
- Children** If your children are staying with you, organise a room with their toys and a few treats. You may want to give older children specific tasks, such as packing their own box.
- What's not to go** Show the removals team leader around the house and identify anything that is NOT to be moved.
- Walk around the house** Once the van is loaded, walk around the house with the removals team leader to ensure all items to be moved have been placed in the vehicle.
- Meeting at the property** Agree an appropriate time to meet at the new property.

- Subscriptions** Notify any organisations, clubs or societies to which you subscribe of your new address.
- Hotels** If you need a hotel or temporary accommodation during the removal, arrange well in advance, especially if your move occurs during the summer.
- Lofts and attics** Check the contents and dispose of any unwanted items.
- Pets** Make arrangements to book vets and kennels or catteries or for friends to look after them during the move. Arrange for the transfer of your pet's records to the new vet.
- Schools** Notify schools of your leaving date and advise the new schools as soon as possible.
- Parking permits** Check to see if you need a parking permit for the removal vehicle at your existing or new address and notify your removals company to arrange.
- Additional services** Book any additional services that you may need to disconnect you from your existing home.
- Home contents and buildings insurance** Arrange home contents and buildings insurance for your new home.

- Meals and snacks** Plan meals leading up to and shortly after the move, bearing in mind which kitchen items will already be packed. For the evening meal on the day of your move, it may be easier to order takeaway or eat out.
- Prepare the attic** If you need the removal team to enter your attic or loft, make sure it is properly illuminated and floored, and has a safe point of entry.
- Make a plan** Draw a plan of your new home and be prepared to instruct your removal team on the new locations for furniture.

## Checklist: 1 to 2 weeks before

- 2 weeks before**
- Consider changing the locks** Book a locksmith to fit your new home after moving day.
- Library** Return any books you have on loan.
- Electricity and gas** Contact your energy supplier to advise the date you will be moving, giving at least 48 hours' notice.
- Water** At least 48 hours' notice is required by your utility and you may be required to disconnect and reconnect supply.
- 1 week before**
- Items on loan** Return borrowed items to your friends and neighbours.
- Dry cleaning** Call in any remaining items.
- Survival kit** Pack a box with night boiler, toilet rolls, candles, a screwdriver, pliers, matches and kitchen towels and put it in the boot of your car.
- Keys** Ensure the keys to your new home are going to be available on time.

## Checklist: 2 to 4 weeks before

- Removal quotes** Obtain quotes from several removal firms. You can request a removal quote online from the list of approved removals firms on the website of the British Association of Removers (www.barmoves.co.uk).
- Unwanted items** Before any packing begins, contact your removals company to help raise any unwanted items to help raise money for their chosen charity.
- Plan your packing** If you wish to pack yourself, obtain all the necessary materials and begin to pack. Label boxes with their contents and their designated room as you move along. Remember, your removals company may require a list of contents of certain rooms.
- Stocks & shares** Notify your broker or each individual Company Registrar.
- Driving license** Tell DVLA you've changed address.
- Mail redirection** Ask Royal Mail to redirect your mail.
- Phone providers** Contact your provider and request a new number to be transferred to your new home, which you wish your new number to operate, given at least 3 weeks' notice.
- Friends and relatives** Notify your loved ones of your change of address.
- Credit cards** Tell the change of address section of your statements department with your new address and your new card number. Only use credit cards in your new home.
- Banking, pensions, savings** Give your main banking companies, building societies and pension providers at least 4 weeks' notice of your change of address.
- Doctor, dentist, optician** Do register and re-register with your new GP. If you are unable to do so, register with your temporary GP. Register with your dentist and optician.
- TV license** Tell TV Licensing you've changed address.
- HMRC** Tell HMRC you've changed address.
- Pension** Advise your local Post Office or pension provider of your change of address.
- Insurances** Notify your broker of individual insurances companies.
- Council tax and electoral registration** Notify relevant authorities in both your current area and the area you are moving to regarding council tax and electoral registration.
- Fridge and freezer** Empty, defrost and dry out your fridge and freezer.
- Washing machine and dishwasher** Empty, disconnect and drain pipes, secure the washing machine to any brackets.
- Foodstuffs** Care should be taken to ensure that any goods, tins and screw tops are properly secured.

- Subscriptions** Notify any organisations, clubs or societies to which you subscribe of your new address.
- Hotels** If you need a hotel or temporary accommodation during the move, arrange well in advance, especially if your move occurs during the summer.
- Lofts and attics** Check the contents and dispose of any unwanted items.
- Pets** Make arrangements to book vets and kennels or catteries or for friends to look after them during the move. Arrange for the transfer of your pet's records to the new vet.
- Needs and snacks** Plan meals leading up to and shortly after the move, bearing in mind which kitchen items will already be packed. For the evening meal on the day of your move, it may be easier to order takeaway or eat out.
- Prepare the attic** If you need the removal team to enter your attic or loft, make sure it is properly illuminated and floored, and has a safe point of entry.
- Schools** Notify schools of your leaving date and advise the new schools as soon as possible.
- Parking permits** Check to see if you need a parking permit for the removal vehicle at your existing or new address and notify your removals company to arrange.
- Additional services** Book any additional services that you may need to disconnect you from your existing home.
- Home contents and buildings insurance** Arrange home contents and buildings insurance for your new home.
- Make a plan** Draw a plan of your new home and be prepared to instruct your removal team on the new locations for furniture.

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## Checklist: **during & after the move**

### Moving day

#### Refreshments

Moving belongings is physically demanding work; you may want to have refreshments available for everyone involved with the move.

#### Bedding

Remove all bedding, and ensure that when packed, it is clearly labelled for immediate unpacking for the first night at your new home.

#### Children

If your children are staying with you, organise a room with their toys and a few treats. You may want to give older children specific tasks, such as packing their own box.

#### What's not to go

Show the Removals Team Leader around the house and identify anything that is NOT to be moved.

#### Walk around the house

Once the van is loaded, walk around the house with the Removals Team Leader to ensure all items to be moved have been placed in the vehicle.

#### Meeting at the property

Agree an approximate time to meet at the new property.

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# Checklist: 2 to 4 weeks before

## Removal quotes

Obtain quotes from several removal firms, you can obtain a list of approved removers from the British Association of Removers – [www.bar.co.uk](http://www.bar.co.uk)

## Unwanted items

Before any packing begins, contact your removals company to recycle any unwanted items to help raise money for their chosen charity.

## Plan your packing

If you wish to pack yourself, obtain all the necessary materials, and begin at least two weeks before your move. Label boxes with their contents and their destined room at your new address. Remember, your removals company may not offer insurance for owner-packed items.

## Bank

Notify your bank of your change of address and consider transferring your account to a branch nearer to your new home.

## Finalise your move date

## Friends and relatives

Notify your loved ones of your change of address.

## Credit/store cards

Fill in the change of address section of your statement when returning it with your payment and also notify any card protection insurers.

## Standing orders/direct debits

Give your new address to companies to which you pay standing orders, or with which you have a hire purchase agreement or loan.

## Stocks & shares

Notify your stockbroker or each individual Company Registrar.

## Driving licence

Tell DVLA you've changed address.

## Mail redirection

Ask Royal Mail to redirect your mail.

## Phone providers

Contact your phone and internet providers to advise of your change of address and the date from which you wish your new number to operate. Give at least 2 weeks' notice.

## Doctor, dentist, optician

De-register and research alternatives nearer to your new address. Liaise with your hospital if undergoing regular treatment.

## TV licence

Tell TV Licensing you've changed address.

## HMRC

Tell HMRC you've changed address.

## Pension

Advise your local Post Office or private scheme of your change of address.

## Insurances

Notify your broker or individual insurance companies.

## Council tax and electoral registration

Notify relevant authorities in both your current area and the area you are moving to regarding council tax and electoral registration.

## Subscriptions

Notify any organisations, clubs or charities to which you subscribe of your new address.

## Hotels

If you need a hotel or temporary accommodation during the removal, arrange well in advance, especially if your move occurs during the summer.

## Lofts and attics

Check the contents and dispose of any unwanted items.

## Pets

Make arrangements to book pets into kennels or catteries or for friends to look after them during the move. Arrange for the transfer of your pets' records to the new vet.

## Schools

Notify schools of your leaving date and advise the new schools as soon as possible.

## Parking permits

Check to see if you need a parking permit for the removal vehicle at your existing or new address and notify your removals company to arrange.

## Additional services

Book any additional services that you may need to disconnect you from your existing home.

## Home contents and buildings insurance

Arrange home contents and buildings insurance for your new home.

# Checklist: 1 to 2 weeks before

## 2 weeks before

### Consider changing the locks

Book a locksmith to visit your new home after moving day.

### Library

Return any books you have on loan.

## 1 week before

### Electricity and gas

Contact your energy suppliers to advise the date you will be moving, giving at least 48 hours' notice.

### Water

At least 48 hours' notice is required by your existing and your new authority to disconnect and reconnect supply.

### Items on loan

Return borrowed items to your friends and neighbours.

### Dry cleaning

Collect all remaining items.

### Survival kit

Pack a box with light bulbs, toilet rolls, candles, a screwdriver, pliers, matches and kitchen towels and put it in the boot of your car.

### Keys

Ensure the keys to your new home are going to be available on time.

### Fridge and freezer

Empty, defrost and dry out your fridge and freezer.

### Washing machine and dishwasher

Empty, disconnect and drain pipes, secure the washing machine drum with the manufacturer's transit brackets.

### Foodstuffs

Care should be taken to ensure that any packets, lids and screw tops are properly secured.

### Meals and snacks

Plan these leading up to and shortly after the move, bearing in mind which kitchen items will already be packed. For the evening meal on the day of your move, it may be easier to order takeaway or eat out.

### Prepare the attic

If you need the removal team to enter your attic or loft, make sure it is properly illuminated and floored, and has a safe point of entry.

### Make a plan

Draw a plan of your new home and be prepared to instruct your removal team on the new locations for furniture.