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| **Relocation Checklist** | |
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| Preparing for your quote | |
| When getting a quote from suppliers it is important that you give them as much information as you can about what you require to be moved.  Please ensure you think about the following:  **Self-Assembly Furniture**  Do you have any furniture that will need to be dismantled and reassembled? You should highlight this to the moving company  **Attics, lofts, cupboards, garages, storage**  You should remember to mention any additional items you require to be moved that are hidden from view.  **Pets**  If you require your pet to relocated with you, you should look into this at the same time as getting your personal effects quote – our Suppliers can get quotes for you.  **Packing**  Do you require the removals company to pack up for you? If so you will need to let them know and be able to identify any special items that need to be packed carefully. You should also check the insurance status if you decide to pack by yourself.  **Insurance**  Remember to identify any high value items that need to be covered by insurance. | |
| **Advice for Packing** | |
| **Attics, lofts, storage etc**  Contents of any storage areas should be sorted out in advance and placed in a convenient spot prior to the arrival of your moving team. Any rubbish discarded and tools cleaned and bundled together for ease of carrying etc. You should check if there are any items that you mover is not allowed to carry or that will invalidate your insurance.  **Cookers/washing machines/fridges & freezers**  You should disconnect, drain and dry out these appliances prior to moving day. To avoid damage, ideally the drums of automatic washing machines should be secured with the proper brackets supplied by the manufacturer.  Fridges and freezers should be washed out with a strong solution of bicarbonate of soda and hot water, not detergent, to avoid unpleasant odours.  **Clothing**  Your removal company may be able to provide wadrobe cartons to allow clothing to remain on hangers and they may be able to move chest of drawers containnig clothes – you should check this with your mover.  **Plasma TV, hi-fi, video and computer equipment**  This type of equipment is best moved in its original packaging – if you don’t have this you can ask your mover if they have any suitable packaging.  **Fitness equipment**  If you have fitness equipment that needs to be moved, it is advisable to arrange to have the equipment dismantled before move day.  **Plants**  Wrap your plants in newspaper. This protects them from draughts and stops the leaves from being bruised. Once in your new home, stand them in the warm and don’t unwrap until the activity has finished and the door is shut. In summer, don’t leave them in a hot car or the sun. | |
| **Other Considerations** | |
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| **Relatives & Friends:** Buy change of address cards and send to your contacts in your address list. Alternatively, write an email to be sent to your contact list |  |
| **Bank:** Notify your bank of your change of address and consider transferring your account to a branch nearer to your home. Don’t forget any items retained by the bank for safekeeping |  |
| **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 that you may have |  |
| **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 |  |
| **Car:** Arrange to have your car serviced, particularly if you are going on a long journey |  |
| **Driving licence:** Complete the ‘Change of Address’ section on your licence and return it to DVLA, Swansea,SA99 1BN |  |
| **Motor vehicle registration:** Send the appropriate section of your Vehicle Registration Document to the Vehicle Customer Service, DVLA, Swansea,SA99 1AR |  |
| **Mail Re-direction:** The Royal Mail needs 7 days’ notice. Application forms are available at all Post Offices or you can telephone for one to be sent on 08457 777888 |  |
| **Telecom/mobile phone providers:** Contact providers including Internet account to advise your change of address and the date from which you wish your new number to operate. Give at least two weeks’ notice |  |
| **TV licence:** Fill in the change of address part of your existing licence |  |
| **Doctor/Dentist/Optician:** De-register if you are moving away and research alternatives nearer to your new address. Liaise with hospital if undergoing regular treatment |  |
| **Private healthcare:** Advise change of address and/or research new schemes |  |
| **Inland Revenue:** Notify your local tax office quoting your reference number (this can be found on your pay slip/P60/coding notification) |  |
| **National Insurance/DSS Benefits:** Write to your local DSS office, giving your full name, date of birth, and full National Insurance number |  |
| **Pension:** Advise your local Post Office or private scheme of your change of address |  |
| **Insurances:** Notify your broker or individual insurance companies: motor, household contents, life and any other insurances |  |
| **Council tax and electoral registration:** Notify relevant authorities in both your current area and the area to which you are moving regarding council tax and electoral registration |  |
| **Subscriptions:** Notify all organisations/clubs/charities to which you subscribe of your new address |  |
| **Hotels:** If you need hotel accommodation during the removal, book your hotel well in advance, especially if the move occurs during the summer months |  |
| **Lofts/Attics:** Check the contents and dispose of any unwanted items |  |
| **Schools:** Notify schools of leaving date and advise the new schools as soon as possible |  |
| **Pets:** Make arrangements to book pets into kennels/cattery or for friends/relatives to look after them during the move. Arrange for the transfer of your pets records to the new vet |  |
| **Parking permits:** Check to see if you need a parking permit for your removal vehicle at your existing and new address |  |
| **Electricity and gas:** Contact your existing energy suppliers to advise of the date when you will be moving, giving at least 48 hours notice |  |
| **Water:** At least 48 hours’ notice is required by both your existing and your new authority to arrange for disconnection and re-connection of supply |  |
| **Survival Kit:** Pack a box for the delivery end to include, light bulbs, toilet rolls, candles, screwdriver and pliers, matches, kitchen towels, cash and a note of important telephone numbers. Put this box in the boot of your car |  |
| **Keys:** Ensure that the keys for your new home are going to beavailable on time |  |
| **Fridge/freezer:** Empty, defrost and dry out your fridge/freezer |  |
| **Washing machine/dishwasher:** Empty, disconnect and drain pipes, secure the drum of the washing machine with the manufacturer’s transit brackets |  |