



Check list to help with planning your house removal

Stage 1 (4 weeks to go)

- ☺ **Packing** – If you are planning on doing this yourself, begin at least two weeks before your move. Label boxes with the details of their contents and the room in which they are to be placed at the new address. Pack heavy objects with the lighter ones: do not overstrain boxes or backs. Sort out rubbish. Sell unused items, or give them away.
- ☺ **Car** – Get it serviced, particularly if you are going on a long journey.
- ☺ **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 that are retained by the bank for safe keeping.
- ☺ **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** – Give your new address to companies with which you have a hire purchase agreement or a loan.
- ☺ **Post Office** – The post office prefers at least seven days notice for the redirection of your mail. This can only be done over the counter at the Post Office.
- ☺ **Pension** – Advise your local Post Office or private scheme of your change of address.
- ☺ **National Insurance / DSS Benefits** – Write to your local DSS office, giving your full name, date of birth and full National Insurance number.
- ☺ **Insurances** – Notify your broker or individual insurance companies: motor, Household contents, life and other insurances.
- ☺ **TV Licence** – Contact TV licensing in order to transfer your licence to your new address.
- ☺ **TV Rental** – Sets can normally be taken to your new address when renting from a large company and your records will be transferred to their nearest branch.
- ☺ **Telecom / Mobile Phone Providers** – Contact providers including internet account and advise of your change of address and the date from which you wish your new number to operate. Give at least two weeks notice.
- ☺ **Driving Licence** – Complete section 1 on your licence and return it to DVLA, Swansea, SA991BN.
- ☺ **Motor Vehicle Registration Document (V5)** – Send the appropriate section to the Vehicle Licensing Centre, Swansea, SA99 1AB.
- ☺ **Schools** – Notify your child's school of their leaving date and advise new school as soon as possible.
- ☺ **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.
- ☺ **BUPA / Private Medical** – Advise change of address and/or research new schemes.
- ☺ **Subscriptions** – Notify all organisations/clubs/charities to which you subscribe of your new address.
- ☺ **Council Tax** – Notify relevant authorities in both your current area and the area to which you are moving.
- ☺ **Pets** – Make arrangements to book pets into kennels/cattery etc. Or for friends/relatives to
- ☺ look after them during the move. Arrange for the transfer of your pets records to the new vet.



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Happy Days Removals

Stage 2 (1 week to go)

- ☺ **Electricity / Gas / Water** – Contact your existing company and advise your new one of when you are to move into your new home. Give at least 48 hours notice.
- ☺ **Library** – Make sure that you take all the books back that you have on loan.
- ☺ **Milk / Papers** – Settle outstanding accounts and cancel supplies.
- ☺ **Children** – If possible arrange childcare on removal day.

Stage 3 (under 4 days to your move)

- ☺ **Pack** a bag with a change of clothes and essential toiletries. Include a survival kit for the other end: light bulbs, toilet rolls, candles, screwdriver and pliers, matches, paper towels, cash and a note of important telephone numbers. Put this box in the boot of your car.
- ☺ **Empty**, defrost and dry out your fridge / freezer if you are planning to store for any period of time. Food stuffs cannot be moved into storage. If we have quoted to move your freezer with contents (over a short distance), place the contents in polythene bags so that they can be lifted out quickly to facilitate the movement of the freezer.
- ☺ **Pack valuables** and documents and put in a safe place.
- ☺ **Resolve parking problems**. Sort out lift access if you live in flats.

Stage 4 (Day Before move)

- ☺ Arrange for refreshments for the next day, bearing in mind that your cooker may be disconnected. Moving is hungry work, so pack some food, a carton of tea, coffee, sugar and milk and **don't forget the kettle**.
- ☺ Prepare plants for travel.
- ☺ Try to get a good nights sleep.

Stage 5 (D Day Moving day)

The Foreman will introduce himself and his lads to you. Show the team leader around the house and clarify with him that all requirements / arrangements are in place. Keep the kettle boiling so that everyone is refreshed.

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

Stage 6 (Arriving at your new house and unloading)

During offloading it is important to remain available so as to ensure that your removal team know where you would like your items to go as they are lifted from the vehicle to your new house.

All Vehicles are swept and the blankets are folded so we can make sure nothing of yours has been left behind. It also helps for your peace of mind to do the same.

Please feel free to print off this checklist for your own use