

REMOVAL CHECK LIST



2 - 4 weeks before move day

- Packing**
Throw away unwanted items and begin packing two weeks before the moving date.
- Bank**
Notify your bank that you are moving and ask to transfer your account to a nearer branch.
- Credit/Store cards**
Notify your bank that you are moving and ask to transfer your account to a nearer branch.
- Card protection insurers**
Fill in the change of address section of your last statement when returning it.
- Mail redirection**
The Royal Mails needs five days' notice for redirection. Do this at the Post Office or online.
- Inform relatives and friends**
Go through your personal directory and send out change of address notices.
- Schools**
Notify your children's schools of their leaving date. Advise the new schools as soon as possible.
- Telephone/ Mobile/ Internet Providers**
Contact providers at least two weeks before the move.
- Pension**
Advise your local Post Office of your change of address.
- Insurance**
Notify your broker or individual insurance companies of the change [Motor] [Household] [Life insurance]
- Vehicle Registration**
Send the appropriate section of your Vehicle Registration Document to the DVLC.
- TV Licence**
Fill in the change of address part of your existing license.
- Doctor/ Dentist/ Optician**
You may need to unregister if you are moving far away. Otherwise notify a change of address.
- National Insurance/ DSS**
Write to your local DSS office. They will need your full name, DOB and National Insurance number.
- Local Authority**
Notify all relevant authorities in your current and new area.
- Subscriptions**
It is important to inform all clubs, charities and publications of your move.
- Hotels**
If you need a hotel during the move, remember to book as early as possible.
- Lofts**
Check your loft to ensure you don't leave anything important behind.
- Pets**
Make arrangements for pets to be looked after during the move.
- Driving License**
Complete section one on your licence and return it to the DVLC. Otherwise, do it online.



1 weeks before move day

- Flat pack Furniture**
Begin disassembling any flat pack you have a good week before the move.
- Water**
Give at least 48 hours' notice for disconnection and re-connection of supply.
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- Milk/ Papers/ Window Cleaner**
Settle accounts.
- Children**
Arrange for childcare on the moving day.
- Keys**
Ensure that the keys for your new home are available.
- Fridge and Freezer**
Empty, defrost and clean the freezer and fridge.
- Survival Kit**
Pack a box of the basics: light bulbs, torches, candles, toilet paper, kitchen roll, spare cash, takeaway menus
- Plants**
Prepare to move them for the big day
- Parking**
Work out where everything will park. Arrange lift access if you are in/moving to a block of flats.



1 day before move day

- Washing Machine/ Dishwasher**
Empty, clean and disconnect the pipes. Secure the drum of the washing machine.
- Refreshments**
Ensure that you have enough liquids for the move day and think about what you'll eat throughout.